

**National Association for Rehabilitation Leadership
Board Meeting Minutes
January 10, 2013
Teleconference**

Attendees*

Lori Bruch- President*, **Janet Fiore-Past President***, Russ Thelin-President Elect, **Terry Dailey-Secretary***, **Adrian Johnson-Treasurer***, David Beach-Southeast Representative, **Evan Jones-Website***, **Eleanor Williams-Awards***, **Ralph Pacinelli-Northeast Representative***, **Christopher Kempski-NRA Representative***, Carl Flowers-Newsletter Editor, Glen Peterson, Sharon Brown-Western States Representative, Doris Illes

Lori Bruch, NARL President, welcomed everyone. A roll call was made by and recorded. A quorum was established and the meeting was called to order.

Lori reported that the Dec. Minutes will be forwarded for review for corrections and approval at the February meeting. Lori reported that Russ could not make the meeting due to a work commitment so she will fill in for him as past president to chair the meeting. Lori then proceeded to the current Agenda items.

Treasurer's Report:

Adrian Johnson

Adrian's reported \$27,622.92 as of Nov. 2012 in our account. He is flummoxed about the past budget numbers matching up with the income. Missing from the 2012 budget where we sometimes go astray in 2012 with Pre-conference income, the membership income is not looking as budgeted. In Nov. membership income was at \$4,900 that was less than anticipated. It appears to be \$3K less in membership income. He will call Janet with questions.

NRA Board Update:

Chris Kempski

Chris reported that he has been appointed to the executive committee of the NRA board at David's request. The Gavel has passed to David and a new NRA that is now a virtual organization. He stated that New York will host the NRA conference and that he hopes to have a NARL/JPD preconference again. David and the board are trying to make the virtual transition as easy as possible for everyone to adjust. Chris asked what happens to the NARL NRA board rep

position as he takes over for David in 2013? Janet said she would discuss this under election results. Eleanor encouraged everyone to participate in the 'count us in campaign' with a donation. Each board member was challenged to come up with a \$100 contribution. As this initiative did not get started until late in the year, it is still going on with not end date yet determined. Janet asked for an update on how much of the money owed to the state chapters was paid out? Eleanor reported that the checks went out and the state chapters should have already received them. Janet asked how close to current are they? Eleanor replied that the State Chapter rebates are caught up to March 31, 2012. NRA is holding funds to see how much the virtual office actually costs. They hope to catch up further but are not really clear on when this will happen to realize full chapter rebates to be fully caught up but are hopeful it will occur. Lori reported being positive in that the reports are coming out from NRA on a timely basis.

NARL Participatory Leadership Project (PLP):

Lori Bruch/Russ Thelin

Lori reported for Russ and made a copy of the mission statement for this meeting in place of having it from the minutes and asked for questions or comments from the board members? This is the vision statement for the National Association for Rehabilitation Leadership and it is a draft dated today:

"The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership."

And then for each of those value couplings, we have a definition:

Respect and Confidence - leveraging esteem and propagating trust in words and actions.

Integrity and Ethics - assuring promises kept and actions consistent with professional code.

Continuous Learning and Improvement - striving for excellence in individual and organization performance.

Diversity and Individualization - embracing all cultures and celebrating individual differences.

Engagement and Partnerships - pledging individual and group action to meet the challenge of a changing rehabilitation world.

Hearing no discussion, Lori will leave this on the February agenda for review and to take a vote to adopt it. Then we can move forward and have this piece of it come under Russ's leadership and guidance so he is fully involved in the discussion. All board members present agreed.

Website Update:

Evan Jones

Evan reported that he has received a number of solicitations for the NARL web address. As most of you know our web address is: www.narl.us. The web address www.narl.org is for sale. Since we have a different ending they are trying to market us heavily. He did not go beyond the surface to negotiate a price but the cost was \$2800. It would be nice for us to have that address and it would be easy for us to have both of those addressed point to our current website. The discussion was about that cost being very high and Evan reported that is an open market. He is not certain how the value is determined. He said if we are interested we could make a counter offer. He said we pay \$20 a year for the current web address. He does not think there is anyone else interested. He just wanted to make us aware. Some members thought a counter offer would be appropriate. Would the .org move us up on the search engine? He felt we could think about it for a month and in light of our resources we should not put a lot into it. Lori suggested we list it as old business and come back to this issue next month to discuss how the board feels about it after reviewing the matter.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No report.

Committee Reports:

Membership:

Lori Bruch/Russ Thelin

Lori stated that Russ had sent a report but she was unable to forward the message but she calculated the numbers and summarized that it is the first time in the last year that we are under 260 in membership numbers. We are at 256 members. We lost two members in the last year that were students and five professional members. Russ did not indicate if he saw a pattern or if he understood where that was coming from. Lori suggested that it is a matter of getting our records in order and getting accurate data with people actively working on membership records.

Lorenz Award:

Carl Flowers

No report.

Nomination and Election:

Janet Fiore

Janet reported that the NARL ballot was delayed for some unknown snafu and instead of going out on Dec. 22 as planned it went out yesterday, Jan. 9, 2013. We do not have the election results for this meeting. On the ballot we have both Chris and Sharon for president elect, Stephanie Prances for North Eastern states representative, and Eleanor for treasurer. The voting closes on the 19th of Jan. so we will find out then the results so we will be able to email everyone on the board the results of the election

Awards:

Eleanor Williams

Eleanor reported that she has nothing new at this time.

Grants:

Ralph Pacinelli

Ralph reported the committee is ready and waiting for submissions.

Geographical Area Updates:

a. Northeast:

Ralph Pacinelli

Ralph reported nothing new at this time. Chris reported that they are really pushing hard to get ready for the National conference planned for summer. Terry asked if there had been any movement of organizing a "bus trip" across Ohio/PA to get there. PRA discussed at their meeting but not sure that nothing has been done but if anyone is interested we could reach out and get rates. Janet has a number to call to get rates. Chris explained that he is very interested in the preconference with JPD and NARL for the National conference. Lori said she would follow up with Robert Froelich, GWU and report at the next meeting.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes

No Report.

d. West:

Sharon Brown

No report.

Old business:

Lori Bruch

Lori reported Russ, Janet and herself were going to do some preliminary conversation and planning for the annual membership meeting to get that going for Feb. or Mar. at the latest.

Janet and Adrian will assist Lori in preparing and submitting the annual report. Terry questioned the membership rebates and this was clarified by Eleanor.

New Business:

Lori Bruch

Lori gave the next meeting date as February 14th and asked that we all wear burgundy, red or pink to be in a festive mood for Valentine's Day. Red for February is also a color to be worn for support of Heart health month awareness.

Terry requested that someone start taking meeting notes as she may be late at the start of the meeting due to a work commitment. Lori agreed to do this and ask that a reminder be sent to her prior and so agreed.

Lori asked for any additional new business discussion and hearing none she requested a motion to adjourn the meeting.

Chris made the motion to adjourn the meeting. Janet 2nd the motion. All were in favor.

Meeting Adjourned.

Next Meeting on February 14, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

Note: Thanks to Dan for starting the recorder and Janet for sending notes from the beginning of the meeting.

**National Association for Rehabilitation Leadership
Board Meeting Minutes
February 14, 2013
Teleconference**

Attendees*

Russ Thelin-President*, Lori Bruch- Past President*, Sharon Brown-President Elect*, Janet Fiore, Terry Dailey-Secretary*, Adrian Johnson, David Beach-Southeast Representative, Evan Jones-Website*, Eleanor Williams-Treasurer + Awards*, Ralph Pacinelli-Grants, Stephanie Prances-Northeast Representative*, Christopher Kempinski-NRA Representative*, Carl Flowers-Newsletter Editor*, Glen Peterson, Doris Illes

Russ Thelin, NARL President, welcomed everyone. A role call was made by Terry Dailey and recorded. A quorum was established and the meeting was called to order.

Russ called for a motion to approve the December 2012 and January 2013 Minutes. Carl made a motion to approve the December 2012 minutes and Chris made a second motion to approve. All members in attendance voted to approve the December minutes. Russ then asked for a motion to approve the January 2013 minutes. Sharon made a motion to approve the January 2013 minutes and Chris made a second motion to approve. All members in attendance voted to approve the January 2013 minutes. Russ then proceeded to the current Agenda items.

*Russ asked Lori to update the number 6 (**Nomination and Election**) Agenda item first regarding the NARL elections for new leadership team. Lori stated that our NARL 2013 Leadership elected team members are:

President: Russ Thelin
President Elect: Sharon Brown
Past President: Lori Bruch
Treasurer: Eleanor Williams
Secretary: Terry Dailey
NRA Liaison: Christopher Kempinski

Southeast Representative: David Beach
Northeast Representative: Stephanie Prances
Mid-Atlantic States Representative: Doris Illes
Western States Representative: Open
Newsletter/JRA Liaison: Carl Flowers
Grants: Ralph Pacinelli
Website: Evan Jones
Awards: Eleanor Williams

Lori expressed appreciation to Janet Fiore for all she has done for NARL in her roles as President and Past President. Russ added that Janet was largely responsible for getting him involved with NARL, the participatory leadership committee activity and to run for president elect. Russ also stated that Janet is a great advocate for the NARL organization and the rehabilitation professional at large. We have been fortunate for her support, passion and expertise. Russ also expressed gratitude to Lori for her work this past year as NARL president. Russ highlighted the special recognition certificate that was presented to Lori in recognition for her service as division president. Lori thanked Russ for the certificate and is looking forward to her role of past president to support Russ in his term of NARL president. Russ and Lori expressed gratitude from NARL to Adrian for his service of treasurer as this role passes to Eleanor.

Treasurer's Report:

Eleanor Williams

Eleanor reported \$9,676.24 as of Dec. 31, 2012 in our checking account. In the reserve account there is \$18,400.43 for a total of \$28,076.67. Eleanor said she has to get in contact with Jason because on another part of the financial statement it shows equity for NARL as \$27,622.92. So there is a difference between the checking plus reserve and the equity account of 453.75. Needed is to talk with Veronica at NRA to send a copy of the budget monthly to Eleanor in order for a financial report to be provided to the board based on regularly updated budget and expenditures.

NRA Board Update:

Chris Kempski

Chris reported that David came into his role as president he has a lot of changes ahead accommodating the new virtual office that is working fine. The new

membership person we have, Michael Ramero, is doing well and getting things updated. NRA is getting ready for the Governmental Affairs Conference. At the Governmental Affairs we are going to have a meeting to talk about more of the National conference to be held in New York City this year, and we are going to have some great pre conferences with NARL/JPD to determine if they want to do separate or joint pre conferences to separate the funds for it. We are reaching out to the whole Northeast untapped region for NARL and he sees his role to bring that up to get a NARL presence there as the Northeast is a small percentage as a whole there. Hopefully, with the new leadership, with David's vision for the upcoming year and the budget that we can try to maintain and try to build, I think could be a good asset especially to those of the membership as a big push this year. Eleanor brought up the question of where the board is in relation on hiring a new ED. Chris said the board is in the process of sending out requests for people to become the new director of NRA. As we know, Pat Leahy is interim director. We spoke of using our internal assets of trying to market to find a new director using linked in to see if we can find our new director rather than going outside for job search networks. We are hoping to find someone familiar and able to be in the DC area in occasion but the search is nationwide.

****Russ brought in an item for discussion for a preconference session joint session with NARL and JPD versus two separate sessions at the National Training Conference. Russ wants to be sure he is fulfilling the things he is responsible for in his role and to take the opportunity for, to advocate for and provide meaningful NARL supports, helps, interventions, and preconference's. Russ asked Chris about what kind of things he would be looking at for a NARL preconference regarding what we want, something separate from or jointly done with JPD/NARL at the preconference session. Chris stated he was JPD president and that it would be nice to have a joint session based on our having had success with that in the past, but ultimately if we want to have a separate to really market our own individual organizations it may be a good time to do that. The downside is we are going to be funding it all solely ourselves. Whatever the profits are will be all ours that is a good thing, if it's a good amount. If we do a joint preconference we're reaching out to two different areas which we can market some of NARL to the JPD and visa-versa and can possibly get people to join NARL and JPD. Those are pretty much the pro's and con's of the options. There was discussion by the Board on these options. Lori said we had talked a little bit in the fall about having a joint meeting again and a conversation about inviting Rob Frohlich from George**

Washington University TACE Center to do something again on ethics and job placement that would relate to both of our groups as well as, to people are really attracted to the ethics credits, so it would draw in another potential group of people. Chris agreed. Lori also said we don't have Rob locked in yet but he is aware of it so if we want to lock him in we probably should do that within the next couple of weeks. Eleanor received an email from Rob and he is holding the time slot so he needs to know soon. Russ and the NARL board agreed to be in favor of a joint preconference with JPD for the National conference pending JPD's board meeting. Ralph said we have the ingredients to do a joint venture and he felt it was worth consideration. Chris will promote it to the JPD board and get back in touch with Russ to get plans in order to commit Rob for the speaker.

Economic Task Force:

Evan Jones

Evan reported that the committee has not been meeting. The group is going to meet at the NRA conference to determine if they need to be active again. Russ agreed to take this off the running agenda for now.

NARL Participatory Leadership Project (PLP):

Russ Thelin

Russ stated per the December minutes that the committee has a proposed three step process to reach group consensus and approval of the NARL vision and value statement. The first one was to have the full NARL board get a chance to look at it and hopefully endorse and approve the vision statement for NARL. After that then we felt it was important for the statement to be taken to the full NRA board for their review and hopefully their endorsement and approval of it as well. Then after this board and NRA board had endorsed and approved the statement then we would disseminate this draft to the full NARL membership not only for information but input and some feedback as well. With that in mind what we would like to do today for this board is to have some discussion and hopefully get a motion to accept it as our vision statement and so we can move onto the additional steps we want to take. Russ then asked the board for discussion or if the NARL board was ready to make a motion to adopt this statement and endorse it for ourselves. Carl asked if we take action on this today, what the next step would be. Russ replied that if we adopt this today, we would say this is our vision statement and then move if forward to the full NRA board for review and ask for their endorsement and approval of it as the divisional vision statement for NARL.

And then at that point we would want to get this out because our full NARL membership itself has not seen this so we want to get it disseminated to the membership. Lori said we decided that we wanted to send it to NRA board first before membership just so they are aware of what we are doing as opposed to the membership first answering Carl's question to the order in which the committee decided to present the draft for approval. Ralph, though he mentioned that he is not a voting member of the board now, recalled as Lori that we wanted to be certain we were operating within the boundaries of the organization before we offered it to the membership. Stephanie commented as a very literal person that when she looks at this the first sentence she did not see anything about leadership. She did not see where it says we envision ourselves as leaders. It says we accept responsibility it doesn't say we envision ourselves as leaders until the second sentence. For her professionals within NRA, she would want to say that first. She felt it was a good statement but felt the sentences should be reversed. Lori asked if we Stephanie would flip flop and read the statement. Russ agreed to try it.

Reversed it would read:

NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership.

Lori said after hearing Russ read the statement that what we wanted to do is, first and foremost, make the connection to the National Rehabilitation Association and that's why we put it that way. What we were trying to do was connect who we are to the parent organization, NRA, and then the next statement does get into what the division is and the purpose of the leadership development activity in itself, followed by the associated values. Russ replied that the description Lori

gives clarifies the reasons for the flow, highlighting our desire to connect it back to NRA itself. Lori agreed that what Stephanie said made sense and could appreciate where she was coming from but as Russ said we wanted to sink it first with the NRA connection and then go on to about NARL. Stephanie said she could appreciate that and Russ then asked for any other discussion or if we were at a point where we are ready to move forward to take a motion. Sharon made a motion to move forward and submit it to NRA. Chris made a second motion as he agreed with that. All board members present were in favor of taking our vision statement as constituted and sending it to the NRA board for their feedback on it and for their awareness of it on their part before we give it to the NARL membership. Hearing no dissention Russ will work on getting this to the NRA board and ask for their awareness and any feedback they might have right away. Russ thanked the board members who had been working on this committee and the board for voting to move it forward.

This is the vision statement for the National Association for Rehabilitation Leadership and it is the draft dated from Nov.13, 2012:

"The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership."

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Engagement and Partnerships - pledging individual and group action to meet the challenge of a changing rehabilitation world.

Website Update:

Evan Jones

Evan reported that he will be updating the officer list and wanted to thank Lori for giving him the information in such an organized way as it is a lot easier to put things up there when he has it almost verbatim literally as I can easily just pop it in there. Just as a reminder, he can post anything there that the board wants to have but it is very hard for him to create the content without having the input from the board so he really appreciates when people just send him things that are for the most part ready to go. We do have a relatively new section on leadership articles and the one we have had up there has been up there for a few months so we probably are about to the point where it would be good to have a new article on leadership if anyone either has anything or has authored anything that they could forward to put on. The other thing he wanted to say Russ and new board members that he is also a nonvoting participant so we don't hear his voice on these votes or 2nd motions. Russ said that was a good reminder and he keeps a file on leadership articles so he thought he could send something to Evan for the webpage. Evan asked if anyone was going to the Governmental Affairs Conference as he would be unable to attend that it would be nice to have a picture or two of NARL members in attendance. Chris said he would be attending and get them to update our front page. Terry called attention to the Dec. board minutes regarding the article submissions, and that Russ was in line to submit the next article for the website and Lori was to follow. Lori said she was to be Feb. 28th. Russ said it was a good memory jog for him and he would send one to Evan. Evan suggested that as soon as Russ sends one in he will post it and Lori can do one after that. Evan also indicated when we used to do a newsletter we had a president's message and if there is anything Russ may want to say different from a leadership article, the newsletter is a place for that. Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:**Carl Flowers**

Carl reported that the first issue of the Journal for this year has been sent to the publisher. It is expected to be out and in member's hands by the end of February. The journal is offered two times a year now. Once the journal is published, Carl will send the board an invoice for the number of copies that are sent to NARL members basically and then NARL sends back the Journal treasurer payment for those basically. And those are \$5.50 per member. Eleanor said what should happen is that he send her the invoice and then she has to put a cover note on it and send it to NRA, so the check will come from NRA to the journal treasurer. Carl said okay.

Newsletter/Contemporary Rehab. Report:**Carl Flowers**

Carl said he had not submitted anything to the NRA office for the Contemporary Rehab. He said that Sharon had talked to him about possibly identifying things for that but they have not completed that discussion yet. He will work with Sharon to do a better job this year to get articles concerning NARL to NRA.

Committee Reports:**Membership:****Russ Thelin/Sharon Brown**

Sharon said that she would report next month. Russ reported that the numbers show our membership as of February up a little bit from last month but down a bit from where we were two months ago. He said we were holding steady but coming back to a previous discussion with Chris regarding the NRA board update, certainly some marketing could go a long way and that our new vision statement is one of several tools that we can use to market what we are doing and have some membership impact. Russ reported that the NARL member numbers from Utah has tripled from where it was last year and that he hopes to see that trend continue to develop. Lori said one of the things that we need to submit is a membership plan with the annual report. This may be one of our first goals to submit a formal membership plan/goal so we can move forward with strength that and that we put on our next agenda, more formally than we have in the past. Russ agreed to address this in next month's agenda.

Lorenz Award:**Carl Flowers**

Carl wanted to ask for some board assistance to consider helping to review the applications for the Lorenz scholarship thru SIU. Eleanor has offered to serve as a reviewer. This year it is a very simple process as only one person has made application for the award based on the criteria to have engaged in research and being in the masters' student in our rehab admin area. Even though we only have one applicant, he would like support or a review of that applicant to make sure that you're comfortable with that person being the recipient this year. Eleanor agreed. Carl will send that persons information to Eleanor later on this afternoon. Carl said that we have traditionally awarded the winner between \$500 and \$900 dollars. This year is looks like it will be \$850 dollars. Eleanor said she did not see a line item in the budget this year for any awards what so ever. Carl clarified that the Lorenz award payment is already there at SIU; there was a fund given by NARL-NRAA several years ago to SIU so those are funds coming out of this already.

Added discussion:

Eleanor asked if NRA was holding that money and Carl clarified that the money was held at SIU. Evan clarified that the money was endowed back when NARL was NRAA so they do have the award money and actually there is an agreement letter. Carl will send Eleanor an invoice for the journal but not the award. Evan said there is a link on our website with the endowment letters of agreement posted and he will check to see if the link is active.

Eleanor had to leave early and noted that she did not have an awards report. She has also sent an email to Rob Frolich to get a brief outline of his credentials and bio to submit to the board.

Nomination and Election:**Lori Bruch**

*See previous report

Awards:**Eleanor Williams**

Eleanor reported that she has nothing new at this time.

Grants:**Ralph Pacinelli**

Ralph reported the committee is ready and waiting for submissions.

Ralph noted that Evan made the change in his web address so they are up to date and waiting for applications.

Geographical Area Updates:**a. Northeast:****Stephanie Prances**

Ralph welcomed Stephanie to this role and that she will give a report next month. He said we are fortunate to have Stephanie as she is high energy and very productive. We will look forward to her report next month. Russ also welcomed her to the board.

b. Southeast:**David Beach**

No Report.

c. Mid-States:**Doris Illes**

No Report.

d. West:**Sharon Brown**

She is trying to get more students involved with NARL. She has sent an email to Lori with some possible representative options to fill this open position.

Old business:**Russ Thelin**

We already discussed the NARL/JPD preconference** for the annual conference so Russ moved on to new business.

New Business:**Russ Thelin**

Russ stated we have membership meeting and the annual report. Lori and Russ had talked about the membership meeting for February or March but it did not happen for February. Russ stated that if he could get the mission statement to NRA and feedback together this could be a tool to put together a full NARL membership meeting. He thought that March could possibly be too early for that. He asked those members on the call if that might be the basis for the membership meeting. Terry replied that Lori had mentioned

this annual meeting was required in our bylaws and this could work as a focus for the meeting but to note that it is also required by our bylaws. Russ acknowledged this and stated that since we have to have the meeting it would be nice to have something of interest to the membership be the focus of discussion and fulfill the bylaw requirements. Russ was asking for ideas on how to structure the meeting and facilitate that. Russ and Lori will work on facilitating a teleconference call line for the membership meeting. Terry said that she has participated when NRA has had teleconferences with members on the call nationally and that investigating their line conferencing may be a useful resource for our membership call. Russ was hopeful to get the membership meeting in March or April.

Russ and Lori will be working on submitting the annual report. Russ then ask for any additional discussion of new business.

Chris asked about funding for the NARL representative for the NRA board. He wanted to know if we needed to vote on the funding as Janet had told him previously that there was funding in there for him to attend the national board meeting. Russ did not know the answer and will check with Lori. Evan stated that he was certain that in our bylaws there was a provision for this and there may be a set amount. It may be enough to get him to both meetings and Russ will review the bylaws and with Lori so he can respond quickly to answer Chris's question. Russ and Evan replied that the board wants to support our rep. and this is important to have Chris represent NARL at the meetings. Chris said he is looking forward to promote NARL. JPD and the annual NRA conference in NYC come August this year.

Russ asked for any additional new business discussion and hearing none he requested a motion to adjourn the meeting.

Carl made the motion to adjourn the meeting. Chris 2nd the motion. All were in favor.

Meeting Adjourned.

Next Meeting on March 14, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
March 14, 2013
Teleconference**

Attendees*

Russ Thelin-President*, Lori Bruch- Past President*, Sharon Brown-President Elect, Janet Fiore, **Terry Dailey-Secretary***, Adrian Johnson, David Beach-Southeast Representative, **Evan Jones-Website***, Eleanor Williams-Treasurer+ Awards, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, **Christopher Kempinski-NRA Representative***, **Carl Flowers-Newsletter Editor***, Glen Peterson, **Doris Illes-Mid States Representative***

Russ Thelin, NARL President, welcomed everyone. A role call was made by Terry Dailey and recorded. A quorum was established and the meeting was called to order.

Russ called for a motion to approve the February 2013 Minutes. Carl made a motion to approve the minutes and Lori made a second motion to approve. All members in attendance voted to approve the February 2013 minutes. Russ then proceeded to the current Agenda items.

Treasurer's Report:

Eleanor Williams/Russ

Russ gave a synopsis of a treasurer report that had been forwarded to him from Eleanor as follows: As of January 31, 2013, \$9655.59 in our checking, with \$18,400.43 in our cash reserve for a total of \$28,056.02, with an unrestricted net asset of \$27,622.92. She does note that she has requested from the national office a report of the 2013 income and expenditures that do correspond to our line item budget for 2013. Her plan is to forward it out to board members as soon as it gets to her. Russ asked for any questions regarding this report. Lori commented that it is really nice to have a detailed treasurer report and that she appreciates Eleanor's attention to the treasury. Related to funding that came up in the last meeting, Russ was to follow up on if NARL had any funding set aside for our NARL representative to attend the NRA board and after talking with Lori we recall that there was a figure of \$1500 set aside for travel for the national board meeting as well as possibly the annual conference. Russ was going to double check that with

Eleanor for accuracy but had not made the connection for this meeting but will follow up and get that one question resolved. Chris said when Janet was president he did get reimbursed some money for this. Evan replied that he remembered it as up to \$1500 dollars and of course the board could make adjustments to that but he believed that it was up to \$1500 dollars for both. Evan will look for the minutes that may have a reference to that after the meeting. Of course the board could add to that if it wanted to but that is kind of the way it has been. Evan indicated he can confirm that we had as a policy up to \$1500. Russ said it would be great if Evan can find the minutes so we could have that documentation but with four board members recalling the same figure that it would be fair to move ahead with that understanding and that there is some flexibility within the board if needed. Lori added that with the \$1500 dollars, what would happen is that Adrian would wait until he got requests from any NARL board member and then what he would do is look at the amounts requested and then split that \$1500 dollars amongst board members. So it wasn't like \$1500 dollars per person or a cap of \$1500 per person on travel, it was a pool of \$1500 divided by the number of people who attended and requested money. So it really is a small pool of money. Russ stated that is a very good clarification and thanked Lori. Russ stated that if he received further clarification before the next meeting, he would send it out to the board members.

NRA Board Update:

Chris Kempski

Chris reported there is a NRA meeting on Saturday and that he put together a NARL update and will forward it to Russ tomorrow for review. The report explains what we are doing, and that we are doing a joint NARL/JPD preconference for the national conference that will be held in Brooklyn NY. He also put our vision statement in the report. Russ made note that one of the things we would be discussing later is our NARL membership plan. A NARL membership plan is needed and we want to spend some time today in this meeting as a board starting to put a little bit of structure to what that membership plan for this year is going to be. Russ indicated that if that were to come up as a question for Chris to make sure the NRA board knew that we are aware that we need to put together a membership plan. Notable is that we're actually working to implement our vision and value statement as a tool and part of that membership plan after we hear the feedback from NRA Board on it. Chris replied that was one of the things he had added in his report that we are working on the local, state and national awareness. Hearing no further discussion, Russ moved on to the next agenda item.

NARL Participatory Leadership Project (PLP):
Thelin

Russ

Russ stated since our last meeting he put together an email with a brief explanation of the process we went through to establish a vision and value statement. Included were all who were on that participatory leadership group. He outlined the process we went through to include our last meeting wherein our full board approved the vision and value statement. This full review of our actions to date was sent that to David Beach in anticipation of him taking that as the NRA president to the board meeting. It was sent to Patricia Leahy as well. Russ reported that he received a response from both David and Patricia and that they both indicating that they both thought it was a great document. The response from Patricia was "thanks for sharing this excellent vision statement with me". And so Chris will be taking this to the NRA board meeting knowing that both David and Patricia have had the opportunity to preview the statement. We will look forward on hearing how the board reviews that and gives us feedback on it there. Russ asked for any further discussion or questions and hearing none he moved on to the next agenda item.

This is the vision statement for the National Association for Rehabilitation Leadership and it is the draft dated from Nov.13, 2012:

"The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership."

And then for each of those value couplings, we have a definition:

Respect and Confidence - leveraging esteem and propagating trust in words and actions.

Integrity and Ethics - assuring promises kept and actions consistent with professional code.

Continuous Learning and Improvement - striving for excellence in individual and organization performance.

Diversity and Individualization - embracing all cultures and celebrating individual differences.

Engagement and Partnerships - pledging individual and group action to meet the challenge of a changing rehabilitation world.

Membership Plan and Annual Report:

Lori and Russ

Russ opened up the floor for discussion on this issue for ideas from the board members and how we can implement the vision and value statement into a membership plan. Russ asked for some ideas from the board members on what kind of activities we may want to establish for that plan to help us build some membership and have a plan for strategically moving forward to enhance the membership of who we are. Following are the items discussed:

- do a tabling event at the national conference for NARL to promote the NARL vision statement, promote what we are about, the benefits of membership and maybe open up to invite people to join right then and there, as well as having take-a-ways. (Chris and Terry).

- providing to members letters and/or certificates of NARL membership that can be displayed by them in their workplaces or elsewhere. (Terry)

- getting the Vision and Values statement prominently displayed in various locations. Providing good quality hard copies to members (maybe with the letters and certificates noted above), and having it prominently on the NARL website. (Russ and Adrian)

- working with regional representatives throughout the country to market membership within the states who have NARL chapters, and otherwise focus on helping states without NARL chapters to develop them (make it local). (Russ)

- advocate NARL and its vision, values and goals with partner agencies such as CSAVR, Colleges and Universities with Rehabilitation Counseling undergraduate and graduate programs, CRP's, etc.. (Russ)

-having an initiative to get Rehabilitation Counseling students involved. Send some of our NARL leaders out to the colleges to talk to students in the classroom about the value of NARL membership. (Terry)

-provide (under approval) a \$20 instant rebate for on-site immediate registration at tabling events when they handed in their completed application with payment. (Terry)

-working with rehab programs, private and public sector, to support sending leadership members to conferences to see the value of NARL and, in turn, support their employees- evaluators and transition staff in becoming involved as NARL members. (Doris)

-working to have state chapter trainings with a leadership training track that could benefit private and public rehabilitation leaders as a means of growing membership. (Doris)

- do a pilot (3-4 state chapters) to give out mini-grants (suggested \$500-\$600) to state chapters to do training with the goal of a membership drive. It is not a lot but seed money to assist with membership growth. (Doris)

-work with CSAVR to incorporate the resource and value of NARL within their new state VR directors training sessions. Get the directors involved in this division then by example the administrators/supervisors would also become involved with NARL.

Russ thanked everyone for the ideas that we can work with to put together a membership plan to enhance our membership growth. Russ asked for any additional ideas? Hearing none he moved on to the next agenda item. Russ said he would work with Lori and Sharon to put together a draft because he would like to get it in within the next couple of weeks.

Website Update:
Jones

Evan

Evan reported that he updated the website recently with the election results on the front page. One thing he noticed that he wanted to apologize for is our board page is seriously outdated so he is fixing that by the weekend. Other than that he thinks everything is up to date. Russ reported that he, Sharon and Lori have scheduled the website articles for the duration of this year to do them on a quarterly basis as monthly might be too quick a turnaround time. Evan thanked them and

recommended Russ's article that is now up on the website. And also that if anyone has nay content appropriate to put on the website, if it is copy ready it is easier to post. Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report.

Committee Reports:

Membership:

Russ Thelin/Sharon Brown

Russ said there was nothing new to report at this time. Lori mentioned that we have the PA Rehab. Association Professional Development Institute coming up in April and she would be happy to take the NARL flyers to recruit some new members.

Lorenz Award:

Carl Flowers

No report.

Nomination and Election:

Lori Bruch

Lori said that we really should start planning early this year so she ask the board members as we are out and about to scan for people that are already NARL members that would be interested in leadership positions or for those we may want to recruit and get more involved in the national leadership of this organization. Lori said if we have someone who may be interested that she would be happy to follow up-just send her contact information by email.

Awards:

Eleanor Williams

No report at this time.

Grants:

Ralph Pacinelli

Ralph reported the committee is ready and waiting for submissions.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie reported that April 4, 2013 is going to be the PRA Professional development Institute and that we have four tracks: business & employer, general, assistive device, and ethics. It will be really exciting and the food is really good too so if you are interested, send me an email/call and I can get you hooked up with the information to register.

Note: The New York Chapter is hosting the NRA conference in Brooklyn in August-more updates to follow.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes

Doris reported that the Minnesota Association is hosting our state conference on April 10th, 11th and 12th. And again she said their MRA board talked about how they haven't done a whole lot for leadership and so they are starting to work on that. Wisconsin also has a Rehabilitation and Transition Conference April 10th, 11th and 12th.

d. West:

Gwendolyn

McCarroll

Gwendolyn McCarroll was nominated for this position per Russ and that that he needs a motion and approval as a representative from the board to accept this nomination. He received a bio from Gwendolyn and her work in rehabilitation; she is quite an accomplished person and someone Russ could recommend as a great representative. Lori made a motion to approve Gwendolyn as the representative for the western region and Chris made a second motion to approve her nomination. All board members in attendance approved the motion. Hearing no opposition the motion was approved for Gwendolyn McCarroll as western representative. Terry requested a copy of her bio for the notes.

Old business:

Russ Thelin

Doris requested for this from the notes regarding Rob Frolich as speaker for clarification/confirmation? Lori replied that Eleanor made the initial contact with Rob and she has followed up. Russ confirmed that he has the date locked in and was waiting for NARL to confirm with him. Doris, Eleanor and Lori will work on finalizing the JPD/NARL preconference details to present to both boards.

New Business:

Russ Thelin

Russ asked for new business? Ralph stated that it is not new business but that we should recognize that we think this morning HR 803 bill was introduced on the house floor. His perspective was that this is not a good bill and he hopes the NRA on Saturday won't support it. The second thing is that we got confirmation on March 22 we will celebrate national rehabilitation counselor appreciation day once again. March 22nd being a significant date because in 1983 Martha Lentz Walker went to the house and made our case for the professionalization of the rehabilitation counselor and got half a loaf rather than a full loaf but that's okay—that was a significant date in 1983 for counselor professional training and we got the resolution to celebrate that on March 22, 2013 as well. Russ thanked Ralph for reminding us of this important date.

Russ asked for any additional new business discussion. Russ then wished all those attending the Gov't Affairs conference well. Hearing no further business discussion Russ requested a motion to adjourn the meeting.

Doris made the motion to adjourn the meeting. Lori 2nd the motion. All were in favor.

Meeting Adjourned.

Next Meeting on April 11, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
April 11, 2013
Teleconference**

Attendees*

Russ Thelin-President*, **Lori Bruch- Past President***, Sharon Brown-President Elect, Janet Fiore, **Terry Dailey-Secretary***, Adrian Johnson, David Beach-Southeast Representative, **Evan Jones-Website***, **Eleanor Williams-Treasurer+ Awards***, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, **Christopher Kempfski-NRA Representative***, Carl Flowers-Newsletter Editor, Gwendolyn McCarroll-West Representative, Doris Illes-Mid States Representative

Russ Thelin, NARL President, welcomed everyone. A roll call was made by Terry Dailey and recorded. A quorum was established and the meeting was called to order.

Russ called for a motion to approve the March 2013 Minutes. Eleanor made a motion to approve the minutes and Stephanie made a second motion to approve. All members in attendance voted to approve the March 2013 minutes. Russ then proceeded to the current Agenda items.

Treasurer's Report:

Eleanor Williams

Eleanor said the Treasurer report is essentially unchanged from where it was last month. Eleanor reported that she had sent off an email to Veronica and was advised that she was not sent the financials for February and March at this point; And also the issue of the receipts she had on there and that it did not look like they all belonged to NARL, that they looked like they belonged to other divisions but they were posted in the NARL account. She was going to get in touch with the accountant to see if he hadn't responded as to what happened there. She reported that she has one bill to submit from Carl for the journal so she will be forwarding that bill to NRA. The one saving grace for NARL is that financially, we're well off. We have about \$28,000 between the checking account and the other account. She said as soon as she gets the information from NRA she will send out a treasurer's report.

Russ asked at this time for a discussion as it related to NARL expenses in having NARL representatives at the NRA board meetings. Eleanor sent the 2013 NARL budget. The only line item in the budget refers to the NRA Annual conference. The budget does not contain a line item for the NARL representative for expenses incurred to attend NRA face-to-face board meetings. There is nothing in the NRA bylaws that refers to that and she doesn't think there is mention in the NARL bylaws regarding this for covering expenses for two face to face NRA board meetings. Eleanor stated our NARL representative, in this case, Chris is our voice of our division, he is the vote of our division on the NRA board and I feel like we do need to develop a line item that would cover his expenses at the NRA board meetings. Chris is also on the executive committee as well so this would include if he has

to go in early depending on where the meetings are, in this case the executive board meeting was the evening before and the actual board meeting was the next day. So this would be like two days of expenses including meals, one night's lodging, and travel. Eleanor stated that she thought we needed to develop a line item in order to cover Chris's expenditures for the NRA board meetings in the current budget. Eleanor said that the Mid-Atlantic developed a line item for that and it was set at \$1500 that was allocated to the representative to attend the two face-to-face board meetings. This is just to give the board an idea of the amount we might be talking about. Russ agreed with Eleanor that if we (NARL) are going to have representation/vote on the NRA board and executive committee we need to have a line item to at least offset some of the expenses involved in supporting our representative. Russ thought the suggestion of \$1500 was reasonable and consistent with what other entities associated with NRA have established for this type of travel.

****Note NRA Board meeting update brief from Chris:** Chris said he had sent copies of the NARL draft vision statement to the NRA board members and they were in favor of our mission statement but they would discuss it further at their next meeting. He also said he gave the update that we will be doing a joint pre-conference presentation with JPD at national conference. Chris had to leave the meeting early as this was his last day at work for several months and gave his home email address for contacts during his leave of absence: ck68@nyu.edu

Back to funding issue:

Russ stated that there is some discussion around a potential motion to add a line item for the NARL budget to support our representative to participate in the NRA executive and board meetings in the amount of \$1500. He asked for any other questions about this? Eleanor gave the board the expense's total from Chris was \$571.53 to attend the executive and regular board meetings in DC. Lori ask how much income we take in per year and Eleanor said she had no idea at this point. Eleanor did say that our only income as a rule is strictly from our dues; and it is \$30 per member so if we have 260 members' times \$30 we would take in \$7800. Evan asked if we made anything on the training. Eleanor stated that she did not think we made anything in fact she thought we went into the hole, but she wasn't sure. She said the problem is that last year and coming into this year, the books weren't posted up to date at the NRA office. We are reliant on those records and as of January, some of those conference bills had not been posted.

So until she gets February and March's information, she will not know. Lori questioned that we have more income coming in that we have going out on a regular basis? Eleanor agreed that we build our budget around what we take in. Terry made a suggestion that we set a figure that has been discussed of \$1500, even though this year it may not all be used so if in the future we have a representative from farther away that needs the higher amount, we would not have to revisit to amend the amount. Russ and Eleanor said yes and that it isn't necessary that we spend the total line amount each year. Russ asked for any other discussion? Stephanie said it is a good idea that we add this line item in some appropriate dollar amount; she said she would rather we as Terry suggested that we put in a dollar amount that we don't have to revisit it but her concern was if we need more than that.

Stephanie then made a motion to add a line item to the NARL budget so that the NARL NRA board representative could attend the NRA board meetings in the amount of \$1500. Lori seconded the motion. Russ asked any further discussion and hearing none he called for an all in favor vote, which passed unanimously. Eleanor said there was one more thing, she asked to add the number on the budget, like a blueprint. Russ agreed. She needs to add \$1500 to the income. Lori asked if we NARL, should have a representative at the GA summit. Eleanor said it would be up to each individual to attend the GA summit and that the NRA conference line item for more members attend the NRA conference. She said it was her experience that each chapter supported a member to attend the GA summit. **It was decided to look at the GA summit for next year's NARL budget when we get more information on our incoming funds.** Eleanor will let Chris know about the budget line item vote and submit his bills for reimbursement.

NRA Board Update:

Chris Kempski/Eleanor

(**See note above from Chris.)

Russ asked Eleanor if she had anything to add to Chris's earlier report from the NRA board meeting specifically regarding discussion around the proposed NARL vision and value statement that we submitted to the NRA board for review. Eleanor replied that regarding the vision/value statement that it will come back before the board in August at the next face to face meeting for further discussion. It may come up in the next conference call depending on what David has on the agenda.

**On the joint training between NARL and JPD, Lori has been working on it diligently; Rob Froehlich was in my office this week and he is confirmed as the presenter for the pre-conference. He is going to offer two, he is going to do the session in the morning and repeat the session in the afternoon because there are a lot of people needing ethics but they want to attend another pre-conference too. With two, that allows for more attendees and the option to attend our pre-conference as well. In my conversation with Rob this week financially, he thinks all of his expenditures are covered for the conference so therefore we should not have any cost for him doing this.

From the NRA standpoint, everything at the virtual office seems to be going well. The employees are really settling in quite well. As far as the Executive Director search goes, we have a drafted position description and Eleanor read through it which is very exhausting. It will be discussed at the board meeting and even though an announcement for the search for an ED might go out we cannot really put in it, at this point in time, what we can offer for money. The decision for the salary and when we can possibly hire will be made at the August board meeting. By then we will have six months of expenditures in the virtual office set up and also to know where we are financially as a board. As an organization, the board is being cautious in this financial part because we do not want to get back in the situation we were in before facing bankruptcy again. The board wants to make sure when this person is hired that the money is there and can be on a continual basis. The board wants to make certain that we are financially sound in no matter what we do. We sold the building to save the organization and we do not have that to fall back on again so if we are moving cautiously, it is to protect the membership's money and there are

certain things that need to be provided and done for the membership because we are a membership organization. The other thing is we want to make sure we keep good on our promise that we are able to catch all of the chapter rebates up. Right now at this time of year we are only two quarters behind. Within the next month or so we can pay the third quarter of 2012 and then of course we owe the last quarter of 2012 and then we are coming up on the first quarter of 2013. Once we catch it up, we will always rung one quarter behind. The board did make that promise that once the building was sold, one of the priorities and obligations were to pay the back owed chapter rebates. The board wants to make sure we keep good on that promise because the chapters because the membership stayed the course with us.

The national conference is moving along. Eleanor was asked to serve on the panel for workshops and she was told they have received 58 proposals and can only have 28 workshops.

NRA does have a balance in the bank account so things are looking up but we still have some work to do yet. That is about it for the NRA board report. The board really appreciates the membership support and their trust in the board to get this done.

NARL Vision and Values Statement:

Russ Thelin

This is the vision statement for the National Association for Rehabilitation Leadership and it is the draft dated from Nov.13, 2012 pending NRA board approval:

"The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership."

And then for each of those value couplings, we have a definition:

Respect and Confidence - leveraging esteem and propagating trust in words and actions.

Integrity and Ethics - assuring promises kept and actions consistent with professional code.

Continuous Learning and Improvement - striving for excellence in individual and organization performance.

Diversity and Individualization - embracing all cultures and celebrating individual differences.

Engagement and Partnerships - pledging individual and group action to meet the challenge of a changing rehabilitation world.

Membership Plan Follow up:

Lori and Russ

Russ said he has a draft but has not yet shared it with Lori or Sharon yet but since we are waiting on approval of our vision and values statement we may go ahead and submit it as the vision statement being an integral part of our membership plan. Russ will move on submission of the membership plan with the board approval.

2013 National Training Conference Ads:

Russ Thelin

Russ said as we talk about the membership plan and other things, Lori forwarded something regarding if we (NARL) want to have any kind of ads within the national training conference brochure. There are options for advertisement and exhibitor as well. The advertisement options in the conference brochure are:

- \$125 - business card program book ad
- \$175 - ¼ page program book ad
- \$250 - ½ page program book ad
- \$375 - Full page program book ad

Russ asked if we wanted to have an exhibit space as a NARL division would we need to pay for an exhibit space. Eleanor said yes. She also noted that for our preconference, we always have a table outside the door (at no cost) and we can use part of that table to advertise the NARL division. We can have literature there and some members to let people know what the NARL division is about plus benefits to them if they join our division. For the rest of the conference we would need to pay for exhibitor space.

Options for Exhibit space:

- \$400 for exhibitor space
- \$900 for exhibitor space + a ¼ page book ad

Russ said this might be worth the ad and exhibit table if we are looking to advance membership but he opened the meeting for discussion. Stephanie said she liked the option for both exhibit table and ad as it would give NARL quite a presence at the conference even though expensive it would give NARL more of a visible presence. Her question was if someone from NARL would need to be at the exhibit in order to answer questions or just materials on a table as attendees pass by; and do we have enough members attending to staff the table throughout the conference? Eleanor said in order to for it to have success at all someone would need to be at the table, hand out brochures and speak with interested conference attendees regarding benefits of NARL membership whenever the exhibit hall is

open, If it just a matter of getting information out, last year at the registration table for the conference, a lot of the other divisions had information/handouts at the registration table. Eleanor said that she didn't think from her experience that NARL will that successful by paying out the money for an exhibit table. In the past what NARL has done was to give a donation to help sponsor a morning break or an afternoon break and you get recognition with a signage. Russ agreed and felt from working past exhibits, he wondered if it was the most effective use of financial support for seeking new members. He said it may be more effective if we have enough members there to bring along enough documents/handouts for them to disperse throughout the conference with the personal one on one approach. Evan said that in the past when we have sponsored some of the sessions, our speaker has said something about the division; and Janet and he have spent some dedicated time at the last couple of conferences going up to the very edge of still being tactful in terms of approaching people, and he thought that they had recruited 20 members with that approach. Evan thought this was pretty effective method for recruiting. They even walked through the exhibit hall without a table but talked up the division and ask people if they want to join. Eleanor agreed that this personal approach gained NARL at least 10 new members at the preconference session. Evan said that they had more trouble getting them signed up due to the challenges with NRA than getting them to join. Russ summarized that it sounds like the general thought is not to have an exhibit booth, that having NARL information at the registration desk with people who are part of NARL help at the registration desk gives us a no cost opportunity to share some information and talk about it, and then beyond that members in attendance share information and talk NARL up on a personal basis, that we are going to get more benefit from than seeking an exhibit space. Evan said if all members in attendance had applications and committed some time throughout the conference to recruiting that it would be as effective and be less time for each member than having someone sit at the exhibit table when the hall is open. Russ then asked about an ad on the conference brochure. Do we find value in purchasing an ad for a couple hundred dollars? Terry suggested sponsor a break and personal recruiting. Stephanie agreed. Lori suggested to sponsor an ad to support NRA and sponsoring a break. Stephanie then said it should be a half page ad and a sponsored break. Eleanor cautioned us that the half page ad is \$250 and then how much do we want to put toward the break-\$250? She said it is two separate things. Eleanor said we just give a set amount of money and say we want to apply this toward a break. Eleanor said there are sponsorships/donor ships as well and just list the amount. Russ asked for an amount that we want to donate. Lori said last year we did \$500 total. Russ suggested \$250 for each. Stephanie stated the same: \$250 for half page ad and \$250 toward sponsoring a break. Russ then reviewed the motions made to approve the cost of \$250 for a half page ad and \$250 to be applied for sponsoring a break at the NRA national training conference. Lori made the motion and Stephanie seconded the motion. All were in favor and hearing no further discussion the motion is passed. Russ agreed to fill out the form and submit it to the committee and write up the half page ad. Lori reminded Russ that we need to reserve and schedule our annual membership meeting. Eleanor suggested that Chris may be able to do this as he is working on the committee. Russ will contact Chris to schedule our annual meeting at the conference.

Website Update:

Evan Jones

Evan reported that he asked that as soon as we have information on the pre- conference training and ability to sign up for it, to forward that to him so he can post it on our website. The Lorenz award winner, information from Carl, will be posting on the website. He is going to work on consolidation the minutes from one year into one file for posting. He will be putting out a request for the missing minutes that some members may have and can forward to him. Lori volunteered to go into her documents to see if she can resurrect the missing minutes. . Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report.

Committee Reports:

Membership:

Russ Thelin/Sharon Brown

Russ said there was nothing new to report at this time but our numbers are holding steady.

Lorenz Award:

Carl Flowers

The Rehabilitation Institute at Southern Illinois Carbondale announced Lisa Sone as the 2013 winner of the National Association of Rehabilitation Leadership Jerome R. Lorenz Award. Ms. Sone is a student at the Institute's off campus/online Executive Master's of Rehabilitation Administration program. More than midway through the program, Ms. Sone holds a 4.0 GPA. Lisa received a Bachelor of Journalism degree in 1984 from the University of Missouri-Columbia.

She has worked for the state of Missouri for 23 years for the Departments of Social Services and Elementary and Secondary Education. Since 2001, she has worked as a supervisor with the Development and Consumer Affairs Section of Missouri Vocational Rehabilitation (VR). Her responsibilities include writing the VR state and strategic plans; serving as the VR liaison to the Missouri State Rehabilitation Council, which includes writing and producing their annual report; designing and coordinating VR's survey efforts including consumer satisfaction; and writing and editing VR's brochures, press releases and website. Her client success feature stories have appeared in the annual report, other agency newsletters and on the CSAVR website. Ms. Sone is the proud mother of two teen-age children.



Nomination and Election:

Lori Bruch

Lori said that we are open for business. Lori said if we have someone who may be interested that she would be happy to follow up-just send her the contact information by email.

Awards:

Eleanor Williams

No report at this time.

Grants:

Ralph Pacinelli

Ralph reported the committee is ready and waiting for submissions. He heard some interesting conversations from students at the PRA conference last week and may be getting some applications from students in PA soon.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie reported that April 4, 2013 the Pennsylvania held its PRA Professional Development Institute and that we had a 144 registrants, more than we have had in several years. Our keynote speaker, Dr. Allen Lewis, Univ. of Pittsburgh, talked about some of the things he sees Voc. Rehab. professionals facing in the future that we need to talk about. We are set for 2014 in April. Maryland is having their annual conference in late October. Virginia is having their annual conference at the end of September and they are planning a board retreat at the Woodrow Wilson Center that is beneficial for new board members and I think that is a good idea. That is what I have for now.

Note: The New York Chapter is hosting the NRA conference in Brooklyn in August-check the NRA website for updates.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes

No Report.

d. West:

No Report.

Gwendolyn McCarroll

Old Business:

Russ Thelin

Russ said we had discussed the joint preconference refer to earlier (**) notes.

New Business:

Russ Thelin

Russ asked for new business discussion. Hearing no further business discussion Russ requested a motion to adjourn the meeting.

Stephanie made the motion to adjourn the meeting. All were in favor.

Meeting Adjourned.

Next Meeting on May 9, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
May 9, 2013
Teleconference**

Attendees*

Russ Thelin-President, Lori Bruch- Past President, **Sharon Brown-President Elect***, Janet Fiore, **Terry Dailey-Secretary***, Adrian Johnson, David Beach-Southeast Representative, **Evan Jones-Website***, **Eleanor Williams-Treasurer+ Awards***, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, Christopher Kempski-NRA Representative, Carl Flowers-Newsletter Editor, **Doris Illes-Mid States Representative***, **Gwendolyn McCarroll-West Representative***.

Sharon Brown, NARL President Elect, welcomed everyone. A role call was made by Terry Dailey and recorded. A quorum was established and the meeting was called to order.

Sharon called for a motion to approve the April 2013 Minutes. Stephanie made a motion to approve the April 11, 2013 minutes and Eleanor made a second motion to approve. All members in attendance voted to approve the April 2013 minutes. Sharon then proceeded to the current Agenda items.

Treasurer's Report:

Eleanor Williams

Eleanor reported said the report is as provided to her through March 31, 2013. We have \$10,261.41 in the checking account and \$18,400.43 in cash reserve for a total of \$28661.84. Eleanor said that she had not received any expenditures since that time.

NRA Board Update:

Chris Kempski/Eleanor Williams

Eleanor reported on the executive committee meeting that they are very actively involved in the New York chapters in working on the upcoming NRA national conference being held in New York. The committee received 58 proposals for workshops and of those 28 will be selected. If you haven't already registered for

the conference or made the hotel reservation, please do because the more rooms that we book we will likely get a better rate and keep the total costs down.

Patricia Leahy has been working with the Hilton in Alexandria VA regarding the Governmental Affairs Summit on if we sign a 2 year agreement with them, the single/double room rate will be \$179 and triple/quad room rate would be \$189. The whole hotel has been totally refurbished so there is a good possibility that's where we will be going back for the Governmental Affairs Summit over the next 2 years. The Executive Board is hoping that they break even on the recent Governmental Affairs Summit but they are not real sure yet.

David went out to the Ohio Association conference where the Ohio VR agency has not been real supportive of the Ohio Rehabilitation Association for the past few years. David was able to meet with the people at VR Agency and with the Ohio Rehab. Association pull together good trainings to be offered at a reasonable cost that is of benefit to their rehabilitation counselors in the way of CRC credits. With that said, the VRA director is going to work with the Ohio Association in allowing them to come in and present trainings for their counselors. That is a step in the right direction for the Ohio Association.

The other thing is on the Executive Director position for the National Rehabilitation Association Office. The search committee has drafted a position description for the ED position. The search committee needs to meet to finalize that job description and get it approved by the board. Then an announcement about the hiring will go out on the ED position. Hopefully that will come about very shortly. The executive board has a meeting the end of this month and we should find out about the final decisions at that time.

Eleanor said that membership is holding its own with 4897 members as of May 2, 2013. There is a training conference call coming up on May 20 and you need to reserve your spot by calling Michael Rameroz if you're going to be on that call with the membership committee. Eleanor said that he (Michael) is doing a really good job of keeping everything up to date for NRA on membership.

NARL Vision and Values Statement:

Sharon Brown for Russ

Sharon said that Russ had informed her that the NRA board has reviewed and approved our statement. We are good to move forward using the statement.

This is the vision statement for the National Association for Rehabilitation Leadership and it is the draft dated from Nov.13, 2012 pending NRA board approval:

"The National Association for Rehabilitation Leadership (NARL) is the NRA division where professionals accepting the responsibility for improving independence, employment, quality services and outcomes for Americans with disabilities gather to promote principles of excellence, share a passion for rehabilitation and impact business and government regarding the value of hiring and promoting qualified Americans with disabilities. NARL envisions being the professionals committed to leadership development for public and private rehabilitation organizations to transform their practices resulting in world class rehabilitation services and outcomes. In support of this vision we value: respect and confidence, integrity and ethics, continuous learning and improvement, diversity and individualization, engagement and partnership."

And then for each of those value couplings, we have a definition:

Respect and Confidence - leveraging esteem and propagating trust in words and actions.

Integrity and Ethics - assuring promises kept and actions consistent with professional code.

Continuous Learning and Improvement - striving for excellence in individual and organization performance.

Diversity and Individualization - embracing all cultures and celebrating individual differences.

Engagement and Partnerships - pledging individual and group action to meet the challenge of a changing rehabilitation world.

Membership Plan Follow up:**Sharon and Lori**

Sharon said that she and Gwendolyn McCarroll are working with Langston University students in getting them involved in NARL. They have had a few students who recently joined; so we are actively recruiting them. She wanted to share that they had three groups of students that participated in the research symposium in April and one of our groups won second place introducing NARL to the university community, what NARL stands for and what we are trying to do as far as our master's level students. Ms. McCarroll works in our counseling department at Langston University and is recruiting more students to bring a face to NARL and NRA in the university community.

2013 National Training Conference Ads:**Sharon Brown**

Eleanor said if you go to the NRA website and click on the conference website the information is there on the ads. With no further comments Sharon moved on to the next agenda item.

Website Update:**Evan Jones**

Evan encouraged members to send him information to post particularly now that we have a lot of action things coming up; from our pre conference training, to awards, to fall elections, and whatever is needed we can post on our website. It was noted that in the past when we have had announcements on our website, people could click where directed and they would be able to register for the training. He was not certain if we could do that or not due to complications experienced last year, but noted that the year before it worked well. In any case, for all of those events coming up and stories or articles to get the items submitted to Evan and he will post them.

As far as the awards, Evan thought they were still up from a year ago. Eleanor will look at the website as she thought it needed to be tweaked. For awards, Eleanor noted she will accept the nominations electronically. Another note on NRA awards, Eleanor said the deadline has been extended the date of nominations for the National Rehab. Association to May 15th. Since the NRA office has gone virtual Veronica does not have any way of scanning in the paper copies of the nominations except for one sheet at a time. Sometimes those nomination packages are pretty big. So the NRA will accept electronic versions of award nominations with the same existing deadline. After this year we will have all

nominations submitted electronically. Evan noted that there are two different links on NARL website that he will immediately correct and update it to the current year. He noted that last year the deadline was June 30th. So Eleanor said it was okay to keep the deadline to June 30th for this year. Evan said people on the board need to know what the awards are and consider submitting nominations. He said that information is on our website even if it is outdated that is still current in terms of what the awards are. Eleanor agreed.

Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report.

Committee Reports:

Membership:

Russ Thelin/Sharon Brown

Sharon said Russ had sent a report and there were 245 members for NARL. Eleanor clarified the number she gave in her NRA committee report was for the NRA membership total 4897 members as of May 2. Eleanor thought that was down from last year as we were at 266.

Lorenz Award:

Carl Flowers

No report.

Nomination and Election:

Lori Bruch

No Report.

Awards:

Eleanor Williams

Eleanor referred to the website for award description information and deferred to the report given under website. June 30th will be the

deadline for nominations and they can be submitted to her electronically.

Grants:

Ralph Pacinelli

Ralph reported the committee is ready and waiting for submissions. The treasury is robust. Ralph clarified that the application is on the NARL website. Ralph said it is a simple straight forward process and does not require a 35 page proposal. It can be completed in two pages. He said it is a very straight forward uncomplicated process.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie reported that in Maryland they are in the process of planning their annual fall conference and it will be co-sponsored with the Division of Rehabilitation Services. Virginia has got their 12th annual Benjie Bernette Memorial golf classic set for September 10th and they have a collaborations conference set for September 29th through October 1st at the Wyndham in VA Beach. The collaboration conference is with VRA (Virginia Rehabilitation Association) and Virginia ACCSES (<http://vaaccses.org/> -Virginia Association of Community Rehabilitation Programs- provider groups) and VA APSE (<http://www.apse.org/> - Association of People Supporting Employment First -service group). Eleanor and Evan clarified that these last organizations deal with employment and supportive employment. Evan said they have had great success combining the three entities for this conference. Stephanie noted that VARL (Virginia Association of Rehabilitation Leaders) is having a conference on June 18th called "Your iceberg is melting: successfully handling change, you and your clients". Eleanor and Evan clarified they provide really good low cost training. Evan said they only charge \$15 dollars for members and \$25 for nonmembers. Delaware is working on a fall conference but she does not have any definite details yet. Deb Bradle said that they have a big initiative going on with their employment first legislation and the fact that their governor is head of the national governor's association with his platform being that of employment of people with disabilities. PA had their conference April 4, 2013 the Pennsylvania held its PRA Professional Development Institute and that we had a 144 registrants, more than we

have had in several years. We are reaching out to employers and we have a conference proposal in the planning for September in State College for the statewide regional chapter of SHRM (Society of Human Resource Managers). Terry clarified that SHRM reached out to PRA to plan and submit a proposal on educating SHRM members how they can network with community agencies to assist companies with recruiting, accommodating, retaining and gaining financial incentives for hiring people with disabilities.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes

No Report.

d. West:

Gwendolyn McCarroll

No Report.

Old Business:

Doris Illes

Doris brought up the discussion on the NARL/JPD Preconference for the national conference:

Doris reported NASSPR and VEWA approached us because they did not have a preconference presenter and understood that we do. They also missed the deadline to get submissions to the conference committee. They approached us about collaborating in the NARL/JPD preconference for the National NRA conference this year. They found that looking at our topic, our speaker they thought that was good for their members as well as they both have interest in placement and ethics so they were very enthused about the opportunity to explore collaborating with us. When we discussed this in emails it seemed that if we had five different preconference sessions that it would limit the number of attendees for each and she told them she would bring it up for the board to discuss. She also sits on the JPD board and as a partner in this training; they had no issues with collaborating on this training. So she asks the board to discuss whether or not we want to collaborate with these two groups. As far as expenses, because we are doing it morning and again in the

afternoon repeat, we do need to pay for the AV equipment and that is about \$900; then we are going to need to provide a refreshment and the cheapest package we can get at that hotel is \$17 per person, that includes coffee, Danish and assorted other things plus then there is tax on that. She then opened it up for questions and discussion to the board. Sharon said the Lori had supported the idea but could not be here for the discussion. Sharon said she supported the idea as well. Eleanor said she liked the idea of collaborating and as per Doris' idea, there would be an opportunity to showcase the NARL division in the hopes of trying to get new members recruited into our division. Even if we get do partner with the other organizations and then all four divisions would be splitting the cost versus one or two divisions having to pick up all of the cost and then if we only have 16 or 17 people attend our preconference we've lost money where as if we split the cost and proceeds it appears to be a win-win situation. Doris said yes we split the revenue and we split the expenses but are providing member service in collaboration and how many people can really afford to do all of the multiple preconference and conference cost. So the attendance participation is compromised anyhow. So why not work together versus pulling apart. Eleanor said she knew Patricia Leahy is planning on doing the Legislative part as a preconference so you factor in that is a fifth preconference. So if the four organizations go together the competition would be way down. Eleanor voiced her support for this collaboration. Stephanie asked if we had collaborated like this previously. Eleanor replied that we partnered with JPD last year; we've run into competition with JPD, NASSPR and VEWAA in the other years. Stephanie voiced her support for collaboration. Doris said when they had brought in a speaker from CA and only had 8 attendees it undervalues the presenter. Eleanor said our speaker this year comes from TACE at no charge. Our presenter is confirmed and that way we can all market at the same time. Eleanor said the speaker is at no charge to us and is very well qualified. He comes to us from George Washington University at the TACE center and he is also a member of NRA. Sharon said for the seasoned board members she thinks this is a great idea and it speaks to what our organization does for working as a team also collaborating. With money being tight coming together and making the most of this opportunity, how do we proceed? We need to vote. Doris made the motion that

NARL collaborate with the other organizations on the preconference. Eleanor made a second motion and all in favor voted yes. Hearing no opposition the motion carried. Doris said she would work with Lori and the other divisions to get the preconference moving forward. Eleanor said that if the other divisions want a little more added to the topic to let Rob know and she is certain he will be glad to make additions.

New Business:

Sharon

Sharon asked for new business discussion. Hearing no further comments for discussion Ralph requested the last 30 seconds of the meeting before adjournment. As we concluded our meeting last month he saw an email in cue from an Auburn University student asking for an electronic copy of the most recent issue of our journal and indicated that she had a visual impairment and was also a member of NARL. So he immediately sent this to Carl Flowers. So if you want to talk about superior customer service or you want to talk about exemplary professionalism within minutes he was in touch with the student and indicated that he would try to get at least copies of the last two journals to the student in electronic format. Within two and a half days Carl Flower produced those copies and sent them to our member. Ralph commended Carl for these actions on behalf of NARL. The board agreed this is how we want to be with our membership and to get new members involved.

Sharon adjourned the meeting.

Meeting was adjourned.

Next Meeting on June 13, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
June 13, 2013
Teleconference**

Attendees*

Russ Thelin-President*, **Lori Bruch- Past President***, **Sharon Brown-President Elect***, Janet Fiore, **Terry Dailey-Secretary***, Adrian Johnson, David Beach-Southeast Representative, Evan Jones-Website, **Eleanor Williams-Treasurer+Awards***, **Ralph Pacinelli-Grants***, Stephanie Prances-Northeast Representative*, **Christopher Kempski-NRA Representative***, Carl Flowers-Newsletter Editor, Doris Illes-Mid States Representative, Gwendolyn McCarroll-West Representative.

Russ Thelin, NARL President, welcomed everyone. A role call was made by Terry Dailey and recorded.

*When a quorum was established Russ called for a motion to approve the May 2013 Minutes. Chris made a motion to approve the May 9, 2013 minutes and Lori made a second motion to approve. All members in attendance voted to approve the May 2013 minutes.

Russ stated that he would like to add an item to the original agenda under new business that Chris Kempski is going to make a bid for the president elect of NRA and has approached Russ about getting an endorsement letter from NARL relative for him pursuing that office. Russ then proceeded to the regular agenda items.

Treasurer's Report:

Eleanor Williams

Eleanor reported said the report is as provided to her the end of February there has been little change. There is a difference of \$429.07 to our good but they haven't processed the two bills that were sent in on April 22, 2013. We do not have April financials. The two bills that should appear on the April financials are the cost of the JRA journal and reimbursing Chris for his expenses to the NRA board meeting in March. Chris advised that he did receive his check so it should appear on the financial report. Between the two pieces we have \$28,661.84 so we are financially solvent. Russ wanted to give Eleanor a heads up that he had

been in touch with the New York folks on billing us for the national training conference advertisements, brochures and NARL's participation in a break cost. Eleanor advised Russ if he kept a copy and emailed it to her that she can do a cover on it and send it to Veronica to authorize payment of those things.

NRA Board Update:

Chris Kempski/Eleanor Williams

Eleanor reported that the announcement went out for an Executive Director search and that applications close for that position on July 1st. Once it is closed then the search committee is to get together on July 3rd to review the applications and set up interviews. Then, at the August board meeting of the national board, one or two names, depending on how many candidates apply, of the top candidates will be presented to the board for final approval. Financially, through the end of March as Jason reported, NRA still has money in the bank. They are reminding everyone to sign up for the conference in New York City. We are hoping to break even. For the 2014 Annual Training Conference, we have gotten an estimate proposal from the Marriott in Des Moines, Iowa. If we go there the rooms are \$104 a night. The food costs are a much less than what we had to pay in Chicago or New York. And from a national and board standpoint it is what we need – a low cost area for our conference. The Iowa chapter has said they would work on the conference. The only issue is it would be the end of October 31 or the third of November 2014 per the executive committee meeting. On membership, if chapters feel that their membership information is not what they think it should be, they are being urged to get in touch with Michael because there was a glitch with the Mississippi records and the numbers nowhere near matched the figures. They figured out the problem with web link and resolved the issue.

Russ took a count of members planning to attend the NY conference-Russ, Eleanor, Lori, Evan and Chris.

Membership Plan Follow up:

Russ

Russ sent a draft of the plan out for review with great activities in place to increase membership. He wanted to open up a discussion for dialog. Terry reported that comparing it to the notes, his plan document captured the topics discussed in the

board meeting. All in attendance agreed on submitting the membership plan as written by Russ.

NARL Membership Mtg. at 2013 National Training Conf.

Russ Thelin

Russ reported that Chris was working on getting us a room for the meeting but since some of the scheduling is still underway we do not have definite details yet. Chris reported that they are working on coordinating the rooms for pre-conferences and as it gets confirmed he will let everyone know. Lori asked for the pre-conference date and it is on Sat. the 17th of August per the draft from Eleanor.

Website Update:

Evan Jones

Evan encouraged members to send him information on anything that needs updated on the website. Lori reported that she had promised a leadership article and she will still submit something soon.

Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report.

Committee Reports:

Membership:

Russ Thelin/Sharon Brown

Sharon said for the NRA- North East region 424 and for the Mid-Atlantic region 161 as of May 21, 2013. Terry asked that we may want to get accurate numbers checked from Michael since our numbers never seem to change. Eleanor cautioned that we need to be certain that students are paying the additional dollars for the NARL chapter and that sometimes the numbers appear stagnant because of the members who do not renew.

Lorenz Award:

Carl Flowers

No report.

Nomination and Election:

Lori Bruch

Lori stated that she would like to have our slate of nominations for the elections fairly early in the fall so that she is looking at the NRA meeting as a good recruiting opportunity to see if people are interested in running. Chris commented that he is actively recruiting in New York and New Jersey including students as they are leaving school to become involved as future leaders. Chris asked if we could do a NARL tabling at the NY conference to hand out information on NARL for recruiting. Russ reported that we had decided we may have more impact if we recruit individually but we would have handouts at the registration table. Chris asked if we would consider giving a way for a NARL reminder. Terry suggested about paying for a student first year NARL membership. Russ said that URA has offered that for this year, that with a paid NRA membership URA paid their first year NARL membership. Eleanor said that they had a problem with students who do not renew after the first year. Chris said he felt we need to reel them in and give them a taste. Russ said their chapter did not cover the NRA fee but offset the chapter fee of \$30. Russ agreed that we need to get the students involved in activities and connected so they feel some value. Terry stated that PRA offers an offset of 25.00 toward their student member fee and it has produced some very active members that have remained and have begun to take active full member roles. Lori confirmed that it is not the whole fee it has encouraged them to take the step and it has been a positive move for PRA. Sharon reported that several students had joined through her encouragement and paid the fee themselves but with the cost of college this might be a good incentive to offset the cost for them. Sharon also said it is very important to have students actively involved in chapter activities. She concurred that we have some great students stepping up all over the country.

Awards:

Eleanor Williams

Eleanor reported that she has not received any nominations. Evan has put information out on the website.

Grants:**Ralph Pacinelli**

Lori asked that she had noticed that the grant applications are still coming to Eleanor. Eleanor asked Ralph where he preferred the applications to be addressed. Ralph reported that the committee purposely did this two years ago for continuity and consistency and he would prefer that it remain the same. The application would be sent to Eleanor and then shared with Ralph. Terry asked a question about predicting the number of NARL members in attendance. This has not come up before. Discussion ensued about how to approach this subject and placing the NARL logo on handouts.

Geographical Area Updates:**a. Northeast:****Stephanie Prances**

Stephanie reported that one of our board members, Dave Baum joined his area SHRM as a representative from PRA Board. He's made several contacts and we're hoping to build on this. We're in the process of having PRA business cards made. PRA's next board meeting is tomorrow, Friday 6/14, and we hope to see the draft cards then. We have a proposal in to make a NRA/PRA presentation to the statewide SHRM later this fall ... Sept, I think. I think this was arranged by Janet Fiore. The question was asked if anyone had created/used NRA/etc. business cards. No one was aware of having professional organization business cards.

b. Southeast:**David Beach**

No Report.

c. Mid-States:**Doris Illes**

No Report.

d. West:**Gwendolyn McCarroll**

The Oklahoma Rehabilitation Association conference is being held in Norman Oklahoma on July 17-19th. They are doing a Mardi gras theme for the conference. They are having Langston University Rehab. Graduate students do a poster presentation as part of this particular conference. She also mentioned the Virgil Taylor memorial golf

tournament scholarship fund that is going to be held June 21st at Beavers Bend State Park in Broken Bow Oklahoma. It is a scholarship in Virgil's name and is endowed this year as a scholarship at Langston and will be added to the fundraiser. It is honor of Dr. Nettie Fisher who is a long time dedicated professor at Langston University in the Rehab. Counseling Program.

Russ added that he is pleased with what is happening with the Utah chapter around leadership to promote NARL.

Old Business:

Doris Illes

Chris/Eleanor confirmed that we have our pre-conference speaker for NARL/JPD is Dr. Frohlich.

New Business:

Russ Thelin

Russ acknowledged that Chris Kempfski is putting his name on the ballot to run for president elect of NRA and has asked for a letter of endorsement from NARL. Russ asked for discussion on this. Lori asked if we had any past practice on this. Eleanor said we need to make sure in all fairness that the other two candidates are not NARL division members or if they are we either endorse all or none. Chris agreed with this point. Eleanor said that Tarea Stout from Mississippi and Joe Keferl from Ohio. Tarea works for the Mississippi VR agency as director. Joe Keferl is an educator from Wright State. Russ asked if we find the others are members do we extend an offer to endorse them. Lori suggested we check with Janet Fiore on past practice as she followed this prior in regard to David Beach.

Russ asked for any other new business. Terry made a suggestion if we could get a list together of board members introduction working document for new members. Russ agreed to send a note out and get the information to secretary. Lori asked that the secretary confer with Evan on the website is accurate as well.

Russ asked for a motion to adjourn the meeting. Eleanor moved that we adjourn the meeting. All members in attendance were in favor and the meeting was adjourned.

Meeting was adjourned.

Next Meeting on July 11, 2013.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
July 11, 2013
Teleconference**

Attendees*

Russ Thelin-President*, Lori Bruch- Past President, Sharon Brown-President Elect, Janet Fiore, **Terry Dailey-Secretary***, Adrian Johnson, David Beach-Southeast Representative, **Evan Jones-Website***, **Eleanor Williams-Treasurer+ Awards***, **Ralph Pacinelli-Grants***, Stephanie Prances-Northeast Representative, **Christopher Kempski-NRA Representative***, Carl Flowers-Newsletter Editor, **Doris Illes-Mid States Representative***, Gwendolyn McCarroll-West Representative.

Russ Thelin, NARL President, welcomed everyone. A role call was made by Terry Dailey and recorded.

*When a quorum was established Russ called for a motion to approve the June 2013 Minutes. Eleanor made a motion to approve the June 13, 2013 minutes and Chris made a second motion to approve. All members in attendance voted to approve the June 2013 minutes.

**Russ moved the grant discussion to the beginning of this meeting due to Ralph having to leave early. See the notes section under Grants for these comments.

***Next Russ mentioned the Matrix that he and Terry were trying to put together containing contact information for Board members. He received something from Doris and wasn't sure if any others on the call had had a chance to respond. It was indicated that the information for Board members could be sent to Terry or Russ and that he will forward the information to be included on the document. Russ said we would like to round out this Board matrix so that we have this for new board members and so that it can be easily updated from year to year. It was discussed that maybe Evan can add it to our website. Russ said that as we get this finished there are some other important names (committee chairs like Evan and Ralph) that we need to keep on and updated in this document. Chris asked if we need to put our addresses on this. Russ suggested if it is a home address and you do not want to give it that is understandable. This is to be an internal document

for the Board members. Eleanor said that on their website just put email/phone and for Board members internally all of the information can be given. Terry confirmed that she received her information. Evan also suggested that we have two documents. Terry agreed to edit the list accordingly. Russ said we could email and try to finalize this in our August meeting.

Treasurer's Report:

Eleanor Williams

Eleanor reported said the report is as provided to her for the month of May. NARL is in good financial shape. Hearing no questions on the report she sent out she asked if the board would like to see anything else on the report. Eleanor explained that she is trying to give us the financials based upon the budget that the board set at the beginning of the year and then those dollars going against the budget. And then at the bottom show you what is actually in the bank account at NRA as how much money we have in the bank. Russ said that he report was very clear. Eleanor said for planning purposes for next year to set a budget it is helpful to see what we took in and in what line item.

NRA Board Update:

Chris Kempski/Eleanor Williams

Chris reported that everything is falling into place for the National Conference in August. Also he said they are doing the Executive Director search for the NRA organization and we have our applicant pools and we will start moving forward with the interviewing. We are watching the budget. In Governmental Affairs, we did not do as well as we thought and that became a little bit of a concern. Hopefully with the New York conference we will generate a little revenue. We are still looking for more people to do sponsorship and to get some additional vendors. We do not have as many vendors as we thought and that generates income. We are not certain why more people are not stepping up-even from the state voc. rehabs and/or the local rehab facilities and vendors are not stepping up. We are not sure if it is the timing, summer but it has been slow.

A discussion was had in hopes that it would not be seen as negative. It was the thought a lot of the lagging sponsorships and vendor participation had to do with the late start that occurred in getting the conference organized. Those are the types of items that when you are doing a conference that you really need to start working on once the current year's conference ends and start recruiting them for

the next event. Venders, especially the private rehab providers, state agencies, and so forth-they set their budgets in place starting in January to decide what they are going to do. So then when people come in halfway through the year their money has already been budgeted out for what they are going to do with vendors and such. This is maybe one of the issues that NY has come up against. Chris said that is a good point to keep in mind. Chris was still concerned about this issue. He felt that at the end they will get a big push and he is hopeful there will be an increase closer to the date. Chris, supported by Russ are looking forward to a good conference in New York. Russ was looking to have two more from Utah so there would be some additions there soon.

Russ then asked Chris about the short recruitment window for the new ED for NRA and wondered if they had enough applicants to choose from. Chris said we got a nice amount of people that applied and now they are reviewing them.

Chris added something about the pre conferences, that they may be joined together or they may not have them or not. Eleanor asked Chris to let them know at the meeting that people that have already registered have already paid their pre-conference money for the preconference as per the scheduled pre-conference. Chris said he understood but they said there were not a lot of people registered for the pre-conference and if we could send something out like reminder for people to register for the pre-conferences- Doris said we have been having a conversation with the NASPR and VEWA and JPD board about how many people we should have registered or should we cancel it and she said at this point people are registering for the pre conferences. She thought we had 14 for the morning and 3 for the afternoon. Doris said she thought the numbers will go up. At this point we are not thinking we should cancel or combining with the transition program or with the governmental affairs stuff. We are just talking about whether we can afford to buy a snack or just have coffee for people. She said they felt people can get by for three hours without a snack or refreshments. She did ask Tony for a list of the community rehab programs and the private programs in New York that we could be doing some more marketing and advertising because it looks like the only thing that is going out from NRA is to NRA members; and she has no idea who else but if we are missing all of those other folks who just are not members of NRA we are missing a big target. The board members from NASPR, Pat Murphy, Shawn Zimmerman and herself are getting pretty aggressive in marketing our pre-conference.

Eleanor wanted to remind us the presenter for the NARL, NASPR, JPD, VEWA pre-conference is not costing us a fee so she urged the board to think twice before canceling it. Chris said he had informed them that we do not have to worry about as much space since we had already unified. Doris assured us that at this point canceling is not something we are even talking about. There was agreement about not having the snack for the three hours and if people want to they can bring something if they need to. Doris said they would contact the attendees that due to budgetary cuts, if they want a snack they should bring it with so they are aware ahead of time. That also keeps us out of trouble with the hotel by bringing food in ourselves but if individuals bring something it will be okay. Doris said that NARL and JPD will be the hosts of the AM pre-conference and that VEWA and NASPR will host the afternoon. If we have any kind of handout brochure that be at both sessions- Russ said that he would work with Sharon and Lori to have something there.

*Since a Quorum was established at this point, Terry requested that we return to the approval of the minutes at this time.

>Russ took a count of members planning to attend the NY conference-Russ, Eleanor, Lori, Evan and Chris.

NARL Membership Mtg. at 2013 National Training Conf. Russ asked Chris if a room had been assigned for the NARL annual meeting at the national conference. Chris replied that the rooms are tight and we cannot get a separate room for it due to the price of a separate room. What Chris is hoping to do is piggyback after something like we did in Chicago for one of the meetings-we just stayed in the room after the session ended. The notice of where and when would be posted at the registration table and on the website once this is determined. Chris asked what day Russ would want to hold the meeting, on preconference day or the first day of the conference and it was decided that on the first day of the conference would be better to include those members that may not be there for the preconference. Eleanor suggested that they have had breakfast/lunch meeting as well in the hotel as another option and that would not interfere with any other planned activities. Russ and Chris will coordinate the meeting details.

Website Update:**Evan Jones**

Evan said that he has been updated the website and is working on the announcements Russ sent out this week. He also encouraged members to send him information on anything that needs updated on the website. He also let Eleanor that the links for the awards are updated.

Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:**Carl Flowers**

No report.

Newsletter/Contemporary Rehab. Report:**Carl Flowers**

No Report.

Committee Reports:**Membership:****Sharon Brown**

No report.

Lorenz Award:**Carl Flowers**

No report.

Nomination and Election:**Lori Bruch**

No Report.

Awards:**Eleanor Williams**

Eleanor said no report. But on the NRA awards she said we have six award winners of the normal awards given and one brand new award that will be given for the Editor's Choice award the person was selected from the many articles that appear in the different journals. She said that winner will be in attendance at the awards dinner and she is also registered for the whole conference. Eleanor asked Chris if there was

any possibility the he or the Tony's or someone in New York can arrange to have one of your consumers help us at the awards dinner with the presentation. Chris thought this was possible. Eleanor said she would have a script written for them and would meet with them ahead of time to prepare for the presentation. Chris said there would be consumers taking part in other events so this would be possible. Eleanor felt this brings to the forefront who we are and what we are all about.

Grants:

Ralph Pacinelli

****Due to Ralph having a short time at the meeting this discussion was at the beginning of the meeting. Russ brought to the board's attention an email inquiry from Ralph regarding a grant application submitted from the Pennsylvania Rehabilitation Association chapter.**

Ralph said we have a grant application signed by the chapter president and treasurer as required. Ralph said the first thing he does is review the grant guidance procedures given to the grant committee chair when starting to review these applications. He said he has reviewed five over the last three years. The first item in the guidance given for review is to determine that the application is from an approved unit state or region of NARL and right away he hit a roadblock on where to go with this application since it is not from a NARL unit. Ralph did not want to take license and proceed with a review and his recommendation to the president without telling the president that he felt there needed to be some discussion with respect to this application and he has a position that would accommodate further review. Ralph's point for bringing it up is that he thought that rather than just doing this it would be best to bring it to the attention of the organization.

Russ said Ralph had reached out to him for a recommendation to regarding this grant application. Russ said that he likes having guidelines, following the rules and looking at the processes we need to have, but he thinks if we are going to have a rule you also need to have methods to provide exceptions to those rules. The fact that we are getting an application from a rehabilitation organization that is active,

although they don't have a NARL chapter in particular, this application has as part of its' intent- working with organizations and looking to influence individuals to connect and become active not only with NARL but with NRA as well. Russ said given the circumstances where the PA. effort is to improve the activity and the membership of NARL, and that this helps them move toward an establishment of a NARL chapter and support growth and activity with SHRM (Society of Human Resource Managers) to make a better connection with that organization-Russ felt that was a justifiable rationale to give an exception to the rule that there be a NARL chapter in Pennsylvania. On this basis it is Russ' feeling that NARL should give approval of this grant to PRA. Russ asked for the opinion of other members on the call.

Evan said he agreed with the previous comments though he is not a voting board member. He said the grant process was originally set up to address a desired request of our members for training but it also was secondarily to strengthen and grow our state units and there have been any number of state units that while they might have been an official state unit they were just getting started and/or maybe didn't even quite have a board like they were required to but it was the grant and the training that really got them started. One of those back in the early 90's was Virginia that had fallen in to a state of disrepair in the sense of it being viable. Evan said it was through these grants that they were able to revitalize it to where it is one of the top membership numbers. Evan said that to try to plant a seedling for growth is a very important aspect of the grant.

Ralph did not want to prejudice the discussion but said a NARL member will be one that is supported and this is a matching grant so we are not paying the whole bill and we'll be touching some 150 people. So as Ralph said he had indicated to Russ, he would be recommending that we approve this.

(Chris joined the meeting and Russ updated him with a brief summary on this issue of discussion)

Eleanor said that she agrees with those who gave opinions and she knows that PA has a lot of NARL members, members who have actively supported NARL even though they do not have a current state chapter and she sees this as a way of growth not only for the division but as those members being able to get additional people to join NARL, but also to form an official division within the state as well as gain new NRA members. Eleanor said that what we need to be careful of is that it doesn't really open up this influx across the country. She said she see it as a way of us (NARL) growing and that is part of our charge is to be developing leaders. Eleanor said she sees this as a good thing. After hearing the discussion, Russ suggested that we, Ralph move ahead with the grant process for approval. Ralph said he would and then left the meeting. Ralph said that he would send something to Russ with his review and recommendations at the end in a few days with all of the vital information to approve and how to notify our treasurer and their treasurer, their president and so on.

Geographical Area Updates:

a. Northeast:

No report.

Stephanie Prances

b. Southeast:

No Report.

David Beach

c. Mid-States:

No Report.

Doris Illes

d. West:

No Report.

Gwendolyn McCarroll

Old Business:

Doris Illes

New Business:

Russ Thelin

Russ just mentioned the email updates he had sent out and encouraging

the membership to participate in the preconference and conference. Russ said he got quite a number of responses from NARL members speaking very positively about the vision and values statement. He said he got some responses from other divisions that sparked their interest in doing something similar for their own chapters in value statements.

Russ asked for any other new business.

Russ asked for a motion to adjourn the meeting. Doris moved that we adjourn the meeting and Chris made a second motion to adjourn the meeting. All members in attendance were in favor and the meeting was adjourned.

Next Meeting on August 8, 2013

Annual Membership Meeting TBD at the National Conference in New York

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
August 8, 2013
Teleconference**

Attendees*

Russ Thelin-President*, **Lori Bruch- Past President***, Sharon Brown-President Elect, **Terry Dailey-Secretary***, David Beach-Southeast Representative, Evan Jones-Website, Eleanor Williams-Treasurer+ Awards, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, **Christopher Kempinski-NRA Representative***, Carl Flowers-Newsletter Editor, Doris Illes-Mid States Representative, Gwendolyn McCarroll-West Representative.

Russ Thelin, NARL President, welcomed everyone. A roll call was made by Terry Dailey and recorded. The minutes approval is pending a quorum.

****When a quorum is established Russ will call for a motion to approve the July 2013 minutes. (A quorum equals the President or President elect plus 4 board members.)**

Treasurer's Report:

Eleanor Williams

No Report.

NRA Board Update:

Chris Kempinski

Chris reported the executive director search is well on its way. We have completed the first round of interviews. The board is holding a meeting next Friday in Brooklyn to go over talk about the director search and go over next year's national conference. They have a place in mind but until it is confirmed cannot say much about it.

NRA conference update from Chris:

Russ took a count of members planning to attend the NY conference: Russ, Eleanor, Lori, Evan and Chris. Chris reported that we have our joint conference with NARL and JPD. He said there is a great turnout of people

who will be attending and a good number of sessions. Chris said that he will be presenting from his published research. He said there will be presenters from Hunter College faculty. He is welcoming attendees to enjoy the conference and NYC activities. Russ said he is also presenting. Russ repeated for Chris that we will be sending out an email regarding the membership meeting prior to the conference to check at the registration desk. Chris suggested to consider a breakfast meeting or to meet after a session has finished. Once a space is secured it can be displayed at the registration desk.

Chris also urged members to vote for NRA president.

NARL Membership Mtg. at 2013 National Training Conf.

Russ Thelin

Russ said he was still communicating with Chris Kempfski to locate space for our NARL annual membership meeting at the NRA training conference. Chris has assured that there will be a room available but as of this call a location and time have not been nailed down. Russ said that when he has this information he will disseminate it to the membership.

Lori asked if we have a current email membership list that could be used to quickly sent out to the membership. Russ said that he has a recent membership report –but hasn't gotten an update since July. Lori suggested that we might want to send a note out to the membership before the conference that we will be having a meeting and to check at the registration desk for details. Russ agreed that this is a good suggestion and will do this.

Website Update:

Evan Jones

No Report.

Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report.

Committee Reports:

Membership:

Sharon Brown

No report.

Lorenz Award:

Carl Flowers

No report.

Nomination and Election:

Lori Bruch

Lori said she was looking forward to being in Brooklyn at the conference and doing some networking. If any board members have anyone in mind for president elect to contact her by email and she will follow-up. Russ made a suggestion that at the membership meeting in Brooklyn we discuss this with attendees. Lori also stated that a quorum is either 5% of total membership or 25 members whichever is less.

Awards:

Eleanor Williams

From Carl Flowers: Dr. Bob McConnell, past NRA president, was nominated for and will be receiving the Prince Award for Service @ the NRA in August.

Grants:

Ralph Pacinelli

Ralph reported that we did have an application from Pennsylvania Rehabilitation Association and after the board's robust discussion last month and gave direction to the grants committee to move forward with the review of that application. The problem was that it did not come from a NARL state chapter or regional chapter. So we reviewed it

and the president accepted the review. The president then instructed the treasurer to notify the National Office to cut a check to Pennsylvania. So we got the process in place and it works. Russ agreed and commended the board for an exceptional discussion around conditions that we move forward in providing grants under circumstances that are not under the grant requirements but when it moves toward the potential development of a state chapter. Ralph noted that the discussion was captured very well in the minutes awaiting approval so it is now a matter of record for the direction we took and why we moved in that direction for those who follow us.

Terry stated that she had contacted some other NARL members in PA to start a discussion for getting a state chapter organized.

*Chris Kempski joined the meeting giving us a quorum-return to minutes approval.

**With the quorum established Russ called for a motion to approve the July 2013 Minutes. Chris made a motion to approve the July 13, 2013 minutes and Lori made a second motion to approve. All members in attendance voted to approve the July 2013 minutes. Russ said the minutes now stand approved.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said from the mid-Atlantic regional conference this last Tuesday:

- Delaware is getting ready to have a 5K run for Cancer Society to adopt a family
- PA is working to build its relationship with the business community and working to get HRCI credits for the next annual training conference in 2014. The NARL grant was received and everybody is thrilled to have some flexibility with the SHRM conference in Sept. PRA is also looking to get onto twitter and Facebook.
- Virginia is working to get their VA beach conference ready to go plus a golf outing for Sept. 10th that supports

Legislature activities. VA had a mental health forum that was very well attended. Two of their candidates running for Governor (Democrat and Republican) each defended their position on Obama Care.

- Maryland is looking to have a training Conference on Nov 14/15 concentrating on workforce issues and technical assistance issues.

Stephanie reported from her MAR call that Eleanor said NRA is starting to interview and that they had 13 applications for the executive director position. They picked six to interview. They were going to interview three Friday and Wednesday the other three.

b. Southeast:

No Report.

David Beach

c. Mid-States:

No Report.

Doris Illes

d. West:

No Report.

Gwendolyn McCarroll

Old Business:

Russ

Russ asked if members who had not submitted information for the Board Internal Matrix to send it to Russ and Terry. If you previously sent it and do not see it on the circulated document please resend as it may not have been received.

New Business:

Russ Thelin

Russ asked for any other new business.

Ralph offered this tribute to be included in the record:

W. Alfred McCauley. A great national rehabilitation leader passed away at 98 in Williamsport, PA in April 2013. Al McCauley started his career as a rehabilitation

counselor in West Virginia. At the request of his state VR director he wrote and won a grant for the master's Rehabilitation Counseling program at West Virginia University and was its first director. Later he served in the Federal Region III RSA office located in Charlottesville, VA. He completed his career in Rehabilitation as the first fulltime executive director of the National Rehabilitation Counseling Association (NRCA), a division of NRA. One of his principal works was the printed proceedings of a national think tank summit that brought together the best and brightest educators, researchers, clinicians and administrators to develop the blueprint for the future of Rehabilitation Education, Services and Research. Al was the perfect gentleman, scholar, humanitarian and all-around great guy.

Russ said it is important that we record our history that has developed the foundations and program of Rehabilitation.

Hearing no further new business-

Russ asked for a motion to adjourn the meeting. Chris moved that we adjourn the meeting. All members in attendance were in favor and the meeting was adjourned.

Next Meeting on September 12, 2013

Annual August Membership Meeting will be held at the National Conference in New York

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
September 12, 2013
Teleconference**

Attendees*

Russ Thelin-President, **Lori Bruch- Past President***, **Sharon Brown-President Elect***, **Terry Dailey-Secretary***, David Beach-Southeast Representative, **Evan Jones-Website***, **Eleanor Williams-Treasurer & Awards**, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, **Christopher Kempinski-NRA Representative***, **Carl Flowers-Newsletter Editor***, Doris Illes-Mid States Representative, **Gwendolyn McCarroll-West Representative***.

Sharon Brown, NARL President Elect, welcomed everyone. A role call was made by Terry Dailey and recorded.

The Minutes were read and Lori moved to approve. Sharon made a second motion to approve. All in attendance voted to approve so the minutes stand.

** (A quorum equals the President or President elect plus 4 board members.)

Treasurer's Report:

Eleanor Williams

Eleanor reported she has not received a financial report since the end of May so there is no change to report. As far as NARL's financial situation we have no issues as to "do we or don't we have money" because our division is sound in the finance department. Eleanor said as soon as she receives new financial reports from NRA she will prepare and send out electronically a new report to the board.

NRA Board Update:

Chris Kempinski

Chris reported that the NRA Search committee is working on finalizing the candidates for the ED search-they have some great candidates interviewing. Chris also said they did make money on the national conference. He said that they had over 300+ attendees to the New York conference. The committee does not have a definite total of the profit or count. Eleanor reported that Tony, Tony and Chris

deserve a great deal of the credit for putting forth a tireless effort and it was a great conference; "thanks" to all of those who put it together. Chris was happy to hear that and would pass that along. Also at the NRA board meeting they discussed the unification to review documentation to see if the NRA leadership is interested in being a part of the process. The next face to face meeting will be in March at gov't affairs. The NRA board also has monthly telephone meetings. Eleanor reported that NARL needs to know it was decided at the board meeting that NRA needs to fulfill its commitment to the chapters and catch the rebates up when the building was sold before hiring an ED. Chris added that they feel that prioritizing this commitment to the chapters will boost morale and bring everyone together again. Chris said once he has more information regarding the ED search he will disseminate this to the NARL board.

NARL Membership Mtg. at 2013 National Training Conf.

Lori Bruch

8-18-13 (emailed addendum for the membership meeting notes from the NRA national conference)

NRA Annual Conference

NARL Membership Meeting

In attendance: Russ Thelin, Chris Kempinski, Patricia Leahy, Eleanor Williams, Bonnie Hawley, Ellen Sokoloski, Kim Nortes, Maria Supron (student) Doris Illies, and Lori Bruch

A quorum was not established therefore an informal meeting was held.

Discussion centered on listing a number of actionable steps to increase membership. Suggestions included:

- Have the Past-President be active in the recruitment process.
- Establish a grass root effort to establish NARL state chapters
- Brown bag lunches in different parts of the state (VA example)
- NARL state conferences on leadership (UTAH example)
- NARL trainings, low cost CRC ceu's, ex. 1 training in every region
- Semi-annual or quarterly newsletter

Discussion then shifted to looking for value added activities. Suggestions included:

- At each board meeting set 25 minutes aside for training

A strategic discussion on who NARL should target for membership took place.

Suggestions included:

- State VR training directors
- Always have some applications in hand to pass out
- Consider a regional conference call every other month
- Partner with regions
- Reach out and establish student connections
- Consider the power of social media and communicate in ways that make sense to our membership and potential membership

Please mark your calendars for March 21 -24, 2014 for the Governmental Affairs Summit. More information to come.

Additional comments: Stephanie reported support for the regional conference call. She was hoping to get someone from NARL as an invitation to take a couple of minutes on the agenda for the Mid Atlantic conference call to address membership. The suggestion will be forwarded to Russ. Stephanie added that PA does not have a NARL state chapter and they are having their quarterly state chapter meeting tomorrow and she and Terry will bring up the topic for discussion. Terry reported that she had discussed this with Russ and how to get the PA NARL member email list to do an electronic initiative for interest and to set up a phone discussion. Eleanor said that it is possible to contact Michael at NRA office cc Patricia Leahy on it to request the information for members in a specific area and he will get us that information. Terry said she would follow up on that and also asked Eleanor if she would offer guidance to us on how to get a PA chapter up and running. Eleanor agreed. She suggested on getting the bylaws form another chapter up and running since they have already been approved. It would be the best way to then cut and paste to customize them for our chapter. She said Virginia was the largest chapter then GA.

Stephanie made a suggestion if it would be possible to get on agendas for regional and statewide trainings to speak regarding NARL membership initiatives. Eleanor replied that what VARL does in their collaboration conference they sponsor a speaker for one or two sessions. At the beginning of those sessions the speaker provides applications for NARL/VARL and provides information on the benefits of joining a division of NARL. So they do that at every training whether its state or division training throughout the year. That is how they are able to get more members into the division.

Website Update:

Evan Jones

Evan reported that he has not yet updated the website since the National conference but plans to soon. He said he took a lot of pictures but was not at the pre-conference training and requested that if anyone had pictures from that training they would email them to Evan to put on our front page. He also said we are due to renew some of our website services so there will probably be a charge of \$100-\$200 before the end of the year.

Our web address is: www.narl.us.

Sharon said that some of her students are doing papers on some of the various professional organizations that are out there and of course NARL is on the top. They have to do a one page summary on what is NARL and what they can do to contribute to NARL and to really consider joining.

Journal of Rehabilitation Administration Report:

Carl Flowers

Carl reported that everyone should have received by now the most recent edition of the Journal of Rehabilitation Administration; volume 37 issue number 1 was mailed out last week. He reported that he had sent an invoice to Eleanor for payment of that issue to our NARL members. He said he needs to go back and check the member numbers because his account from NRA differs from the figure given by Sharon. Sharon reported that she received the July count yesterday and she assumed that it contained all NARL members (+students) and Eleanor confirmed this. Carl said he would need to check this and his invoice may need to be changed. Sharon said she did not receive a journal yet. Carl will follow up on why she was not issued a journal.

Eleanor reported on the bill she received that there were 259 copies sent including students and professionals. Sharon confirmed that there were 249 on her list leaving a 10 person discrepancy to reconcile. Carl said he would recheck the numbers and for her not to pay the bill until later today when he will contact her again.

NARL Code of Ethics Discussion:

NARL Board

Lori started the discussion as she had addressed this topic with Russ. She commented to Carl that the journal was nicely done product but that she was surprised, as past president, when she read the article from Carl's students talking about how the NARL code hasn't been updated in twenty years. Lori said that she and Russ had had some conversations and she wasn't sure if the board members have seen the article she is referring to. It does bring us to a very valid point that we haven't touched our code of ethics in twenty years so we thought it was worth some discussion from this group.

Evan said that he hadn't read the article but was aware the code of ethics needed to be updated for some time and he had mentioned that to some of our presidents but could not recall whom he had the discussions. Unfortunately it never got to the forefront to have a committee to get it done. When he read it several years ago he had updated the language and let the board know this.

Lori stated that we didn't want to go back and lay blame for this but rather how do we move forward with this to resolve the issue as a group. Lori said when she reviewed the code of ethics she was wondering if NARL really needs a code of ethics and questioned if the document is even a code of ethics or are more leadership principles to live by.

Stephanie said that is a really good point.

Lori said in light of what we have done as a division with our value statement she thought that in crafting leadership principles to live by it would nicely align with the work that we have been doing.

Sharon agreed that in keeping with that we already have established code of ethics with NRA; now that we have completed the work on our value statement we don't need to create or modify the code of ethics. She (through discussions

with Russ) thought one of the issues was that, NARL would have liked the opportunity to talk with the authors of the article-not that the code of ethics didn't need to be addressed, but before it was published might have helped.

Carl said that it wasn't then the actual content but the effect that it came out without NARL awareness.

Sharon said she thought that was part of it.

Lori also said it was embarrassing to NARL. Because we hadn't looked at this in twenty years and we have a professional responsibility to see that our documents are up to date. Terry said now that it was out there we needed to respond in writing because our membership will be scrutinizing the division.

Lori said it is not a rebuttal because it is not a criticism of the article-it is factual and well done but we need to determine how to move forward with the document. Terry agreed but that when we do something we need to publish that so our members know we are addressing the issue not just letting it sit out there. Lori agreed. Sharon said we could do a follow up regarding a discussion that we realize this and we have talked about the need in revising this. Lori addressed Carl to see if the students who wrote this might be interested in helping us redraft the document.

Carl replied what happens is that he teaches an ethics seminar every fall and what the class has been doing for the past couple of years is to look at the codes of ethics such as NARL, CRCC, APA etc. and students have been looking at them in assignments to determine what would make them more current and things like that. Last fall was the first time they got it in a manuscript form and submitted it to the journal editors and then the reviewers. So he understands the concerns that the board should have been made aware of the publication coming out basically but he questioned from an editorial or ethical standpoint if it would have been the right thing for the editor to come back to NARL on "what do you think of this manuscript".

Lori indicated some communication in terms of the manuscript would have been nice. Perhaps a call from the researchers saying we're really looking at your code of ethics and we're wondering where you are going with this so it might have a

piece to it that there is a future and what needs to be done, or more of a partnership feel but again there is no criticism of the students work and what they did it was well done. It was more on the embarrassment on our terms of NARL for not moving on updating this in twenty years. Lori said she would like to see us move forward now that this is called to our attention so as a board how do we want to proceed?

Do we want to temporarily take the code down and put it under construction?

Terry said that would be a good idea because each leadership member we have already adheres to a code of ethics or at least most of them do – not sure if the students have joined a professional organization yet where they are involved but I like the idea of ethics for leadership principles.

Carl agreed and said he would be happy to have his students work with a committee to of us here at this point to redefine what our code of ethics should look like because these are some outstanding young individuals and he thinks they could give us some things to think about basically.

Ralph asked if we might be talking about a statement of principles for professional practice in the rehabilitation administration field versus the classical sense a code of ethics connected to a profession that has an accredited and training regimen and a certification process for the people who successfully complete that educational process. He thinks we need to go back to the earlier discussion where Lori posed that maybe there isn't a code of ethics for rehabilitation administration. Others agreed. Ralph continued that maybe Principles of professional practice was the way to go.

Lori agreed with something like a statement of principles for professional practice in rehabilitation administration or leadership to keep with our name.

Ralph said twenty years ago –longer than that-thirty years ago there was leadership from the federal agency with respect to the training classification or training component called "Rehabilitation Administration". We funding programs starting in 1965 in preparation for rehabilitation administrators. He said we don't do that anymore as it has all been shut down.

Lori said that makes sense and do we want to put our current code of ethics under construction?

Stephanie ask that Lori to define what "under construction means"?

Lori said removing the current code and putting a note there in place "under revision" or however we wanted to do that.

Everyone agreed that this is a good idea. Evan said he would take care if it if the board makes a general consensus. Lori at the suggestion of some members said it could read that "thanks to our future leaders our NARL code of ethics is under revision." But she appreciated the detail and thought the students put into the article.

Sharon agreed and wanted us to make a statement.

Terry said in response to this discussion and to what Ralph said that in planning for next year's national conference we might want to use this topic of ethics principles for training for rehabilitation administrators as a thought for that pre conference training.

Lori agreed that we may want to keep this in the forefront for planning next year's preconference.

Ralph provided some history for the group. He said in 1965 a position paper was written that resulted in funding three different kinds of rehab administration and leadership training programs, one in Minnesota, one in Oklahoma, and one in Northeastern University in Boston. Then three gentleman Ledbetter, Davis and Tom Gaines, all from the states in region 4 created the justification for the words rehabilitation administration to appear first in the regulations and then in the 1972 amendment that brought in the words rehab administration. He encouraged us to seriously consider the importance of this area.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

No Report. He did say that he needs to talk with Sharon soon about adding something for the Contemporary newsletter.

Committee Reports:

Membership:

Sharon Brown

Sharon said that the membership as of July is 249.

Lorenz Award:

Carl Flowers

Carl reported that it was held in April and he could not recall the student that received the award of \$500.

Nomination and Election:

Lori Bruch

Lori said for president elect we have two potential applicants. Nominations are open so she will be checking to see if anyone else is interested in running for president elect. She mentioned that this is also the year to elect a secretary? Terry agreed to run again. And we need to do our southeastern and western representative. So if anyone has further ideas to let her know and she will follow-up and **put together a slate to get this done hopefully by November 1.**

Eleanor questioned of the west if Gwendolyn McCarroll had just taken over the balance of the Sharon's term or was she elected. We need to ask her if she wants to be re-elected she is completing one year.

Gwendolyn was just elected to fill the one year term left for Sharon but she has agreed to run for the next two year term. Eleanor said she will try to locate a candidate for the southeast region.

Awards:

Eleanor Williams

No Report.

Grants:

Ralph Pacinelli

Ralph reported that we stand on a grant Pennsylvania Rehabilitation Association for a program to be presented in September 26-27.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said nothing new at this time.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes(Eleanor)

Minnesota Rehab Association is finalizing their fall conference Nov. 6, 7, 8th in St. Cloud MN. Eleanor has been asked to be the keynote speaker and will be speaking on collaboration.

d. West:

Gwendolyn McCarroll

Gwendolyn reported a training session in August and Sharon reported that Oklahoma Rehabilitation Counseling Association was in Norman and they had eight students who presented there.

Old Business:

Lori asked if we would formally write a thank you letter to Rob Frohlich for his presentation at the pre-conferences. She said he worked hard on our behalf and really did an outstanding job with the two presentations. We will follow-up with Russ to see if anything formal went out and if not we should send a formal letter of gratitude

New Business:

Sharon asked for any other new business.

Hearing no further new business-

Sharon asked for a motion to adjourn the meeting. Eleanor moved that we adjourn the meeting and Chris made a second motion for adjourning the meeting. All members in attendance were in favor and the meeting was adjourned.

Next Meeting is on October 10, 2013

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
October 10, 2013
Teleconference**

Attendees*

Russ Thelin-President, **Lori Bruch- Past President, Sharon Brown-President Elect, Terry Dailey-Secretary***, David Beach-Southeast Representative, **Evan Jones-Website*, Eleanor Williams-Treasurer+ Awards*, Ralph Pacinelli-Grants*, Stephanie Prances-Northeast Representative*, Christopher Kempiski-NRA Representative, Carl Flowers-Newsletter Editor, Doris Illes-Mid States Representative, Gwendolyn McCarroll-West Representative*.**

Eleanor Williams, NARL Treasurer, welcomed everyone. A role call was made by Terry Dailey and recorded.

The Minutes were read but as we do not have a quorum today the September minutes will be moved for approval at the November meeting along with the October minutes for approval.

** (A quorum equals the President or President elect plus 4 board members.)

Treasurer's Report:

Eleanor Williams

Eleanor asked if everyone had received the treasurers report. She noted that this report is current through July 31. She also noted that she has listed on the bottom the bills that are with NRA pending payment. She said she was certain they have been processed by now but that we do not have the financials to verify that yet. The NARL Treasurer's report for 1/1-7/31/2013 reflects:
Checking/Savings=\$9,841.79; Cash Reserve=\$18,400.43; Total=\$28,242.22.
Approval for this report was tabled until November as we do not have a quorum. She did say Veronica at NRA has been very good once financials come out. She sends line items so Eleanor can put them into the NARL budget against our line items.

NRA Board Update:

Chris Kempski

Eleanor reported that neither David Beach nor Chris Kempski could attend the meeting today. She said there isn't much that is going on at the NRA board. There is a meeting later in the month. The hiring of an Executive director is still on the table. That has been put on hold until the next meeting to see where we are financially because they were hoping that most of the conference revenue and expenditures would be in by that time. To yet be determined is whether we made money, didn't make money or broke even before they decided to move forward with the hiring of an ED. Eleanor said she does know they have narrowed it down to three individuals and once the decision is made as to going forward with the hiring, those three individuals will get a second interview.

Eleanor said the end of last week the chapter rebates through September 2012 have been mailed out to the chapters; this included the quarter of January to September 2012. That puts us 2 quarters behind. She said that is the other commitment the board voted to make sure that we reimburse the chapter rebates once the building was sold. The mortgage was paid off, then the line of credit was paid off and the next priority was to pay up the chapter rebates up to date. The next quarter rebates October 2012 through December 2012 should be out by the end of the year. She said that they will always be a quarter behind because of the way the financials get completed. The board is moving forward on its commitments.

Website Update:

Evan Jones

Evan reported that he did take down the code of ethics and put in a note that it is being revisited and thanked the Southern Illinois students for their recommendations and review.

****Evan was asked about articles that were requested for the web leadership forum and replied that he had only received two. Anyone can add a leadership article at any time by sending it to him and he will get it posted. A reminder is entered into the notes that we still need articles for our leadership forum as we have not placed a new one up in six months.**

Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No Report.

Newsletter/Contemporary Rehab. Report:

Carl Flowers

NARL Principles of Professional Practice (continued)

NARL Board

No report. Tabled discussion for when we have a full quorum.

Newsletter/Contemporary Rehab Report

Carl Flowers

No Report. Articles were to be in by September 25th.

Committee Reports:

Membership:

Sharon Brown

No Report.

Lorenz Award:

Carl Flowers

No Report.

Nomination and Election:

Lori Bruch

Evan said he had recruited someone at the NRA conference to be a board member and possibly be president elect. The two candidates were Chris Kempinski and Kate Anderson who used to be on our board. Lori was to follow up on these individuals. Eleanor said anyone on the call interested in running for any of the positions should let Lori know.

Awards:

Eleanor Williams

No Report.

Grants:

Ralph Pacinelli

No Report.

Constitution and Bylaws:

Eleanor Williams

**Since NRA has gone to electronic balloting and voting that we (NARL) need to review our bylaws so they they reflect the electronic voting and not be in conflict with NRA.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said Mid-Atlantic Region call on Oct 1 with 4 members. VA had their conference with 280 attendees. Eleanor said they had two sessions on leadership that were really good. The keynote speaker was a young man that was born without arms. He was adopted from Romania. He played guitar with his feet. He told his story. His parents have adopted, she thought, 25 children and gave them a good home when in their own country they had been pushed aside with no one wanting them. Evan said it was a good conference, well attended and that the chapter has maintained its energy.

Stephanie noted that Maryland is holding their training forum November 14-15th. Speakers include Patricia Leahy, Michael Murry and Jason Braase. PA has its program 2014 ready to go to print. PRA talked about a NARL chapter committee to research interest in getting a PARL chapter going. Terry said we are waiting on a list from Michael for a PA member list so we can send an interest survey. We agreed to start with a survey to see if there was enough interest. Eleanor said the key to getting the information quickly to cc Patricia Leahy on it she sees to it that those requests are remedied quickly. Terry agreed to do this and send request again.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes(Eleanor)

Minnesota Rehab Association has their fall conference Nov. 6 (preconference) and 7, 8th in St. Cloud MN. Eleanor has been asked to be the keynote opening speaker and will be speaking on collaboration. Their theme for the conference is "Rehab's Best, Everyone's a Star".

d. West:

Gwendolyn McCarroll

Gwendolyn reported nothing new at this time.

Old Business:

**Evan reminded us that anyone can add a leadership article at any time by sending it to him and he will get it posted on our web leadership forum. A reminder is entered into the notes to call for articles for our leadership forum as we have not placed a new one up on the web site in six months.

(Carry Over) Lori previously asked if we would formally write a thank you letter to Rob Frohlich for his presentation at the pre-conferences. She said he worked hard on our behalf and really did an outstanding job with the two presentations. She will follow-up with Russ to see if anything formal went out and if not NARL should send a formal letter of gratitude

New Business:

Eleanor asked for any other new business.

Ralph asked how the Fed. Shutdown is affecting allotments going to the states and what is being done to compensate. Eleanor said in VA they are okay. She said they are able to carry over finds from previous year unspent dollars plus draw state match funds to year two. Under the new 3 year state plan unfortunately none of the appropriations allotments for the new year starting October 1 are in the federal draw system so there is no money to draw. It affected our Title 7 IL part B and Title I of VR dollars. They had a news report that agencies that operate under federal funds may see 300 state employees laid off. She said the federal lay off is affecting people there in a lot of ways. They have military bases near there; their families are not getting health benefits, military benefits for deceased soldiers are getting help from nonprofit groups. Ralph asked how long they agency can function without the finds. Eleanor said not long because they are under order of selection that translate that they do not have enough money to serve everyone anyway. Six of their independent living agencies (of fifteen)

did get their funding so the six agencies are okay. No other states had a report.

Ralph said in 1924 that the states operated from June to January for six months without federal money. That kept the program alive in about 31 to 36 states. The next crisis was in 1973 or 73 when for the first time in the history of the program our first supplemental appropriation did not come down the pike. It was always automatic for the 17 or 18 years of Mary Switzer and it didn't come. It was an 82 million dollar shortfall and I can tell you that just sitting in Philadelphia, in the state of Delaware there was a blood bath. The 82 million ripple there was terrible. And I don't remember there I was sitting in the chair in 1994 in Philadelphia, the three week shutdown and I don't remember us getting too anxious. So I don't remember how that worked. Eleanor said that through the continuing resolutions she knew the agency had gotten short term loans from the state of state dollars until we got our federal dollars. Again that is one agency that got Federal dollars under a continuing resolution but not every agency is under RSA so this is total all federal money so she was not sure there is enough state money available to do all of those temporary loans this time or not. In PA, Ralph said there was a temporary loan but he was not certain of the exact year, late 40's maybe, and state VR got a loan from Fisheries and Hatcheries until the Federal money arrived.

Eleanor asked for a motion to adjourn the meeting. Eleanor moved that we adjourn the meeting and thanked all who were in attendance. The board thanked Eleanor for leading the meeting. The meeting was then adjourned.

Next Meeting is on November 14, 2013

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
November 14, 2013
Teleconference**

Attendees*

Russ Thelin-President*, Lori Bruch- Past President, **Sharon Brown-President Elect***, **Terry Dailey-Secretary***, David Beach-Southeast Representative, **Evan Jones-Website***, Eleanor Williams-Treasurer+ Awards, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, **Christopher Kempski-NRA Representative***, Carl Flowers-Newsletter Editor, Doris Illes-Mid States Representative, Gwendolyn McCarroll-West Representative.

Russ Thelin, NARL Treasurer, welcomed everyone. A roll call was made by Terry Dailey and recorded.

Russ called for a motion to approve the minutes for September and October. A motion to approve was made by Stephanie and a second motion was made by Chris. Both of the September and October minutes were then approved.

** (A quorum equals the President or President elect plus 4 board members.)

Treasurer's Report:

Russ for **Eleanor Williams**

Russ asked if everyone had received the treasurer's report. He noted that Eleanor had sent out the report. Russ noted that we have a budget of \$7,150 with receipts through August 31 with a balance of \$3981.45. That is our income from preconference. We have a budget of \$9150.00 with disbursements of \$2,985.28 leaving us a balance of \$6,164.72. We have \$9,945.44 in checking and savings with a cash reserve of \$18,400.43 leaving a total of \$28,345.87. Approval for this report and the September report was motioned by Chris and seconded by Stephanie. All were in favor so the treasury reports were approved.

NRA Board Update:**Chris Kempski**

Chris reported there has been some discrepancy for people who attended the conference but did not pay for their pre-conference attendance to balance the budget. The executive director hiring is still on hold. That has been put on hold until the next meeting to see where we are financially. Their meeting is at 3 PM today.

Website Update:**Evan Jones**

Evan reported that he did not have a lot from the conference because he could not be there until near the end so if anyone has pictures to send them so he can get them posted. He noted that for our website the content comes from us so any items of interest should be sent to him and he will get it posted. The other item is that our website, domain and email forwarding is due for renewal. He usually renews it for three years at a time but did not have the exact cost figure. He estimated the cost for all three services to be approximately \$250-\$300 and that is good for three years. Our renewal is up in mid-December and he is about to renew it and forward bill for reimbursement to NARL treasurer. He was uncertain that we had included that cost item in the budget. Evan asked for an agreement that we spend this on our website and said it was very reasonable for what we get at this cost. Russ notes that there is a \$500 line item in the budget for the website so this expense is covered. Evan noted that there is also a web hosting fee that is approximately \$250-\$300 on an annual basis. Actually the Sierra Group has been paying for this but he wasn't certain if they ask for reimbursement but it all falls into the dollar range we have itemized. So it may not require any board action, he wanted members to be aware of the costs.

NOTE**-Evan said as a reminder anyone can add a leadership article at any time by sending it to him and he will get it posted. A reminder is entered into the notes that we still need articles for our leadership forum as we have not placed a new one up in six months. Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:**Carl Flowers**

No Report.

NARL Value Added Activities (continurd)**Russ Thelin**

Russ reported that these came out of the membership meeting that we had in New York at the NRA conference. We had a brainstorming session on "What are some things we can do that would be value added activities from NARL to impact our membership and to help us in marketing to enhance our membership?" If you look at minutes from the September 12th meeting we have a list to take some action on.

The list from the September meeting as recorded is:

Discussion centered on listing a number of actionable steps to increase membership.

Suggestions included:

- Have the Past-President be active in the recruitment process.
- Establish a grass root effort to establish NARL state chapters
- Brown bag lunches in different parts of the state (VA example)
- NARL state conferences on leadership (UTAH example)
- NARL trainings, low cost CRC ceu's, ex. 1 training in every region
- Semi-annual or quarterly newsletter

Discussion then shifted to looking for value added activities. Suggestions included:

- At each board meeting set 25 minutes aside for training

A strategic discussion on who NARL should target for membership took place. Suggestions included:

- State VR training directors
- Always have some applications in hand to pass out
- Consider a regional conference call every other month
- Partner with regions
- Reach out and establish student connections
- Consider the power of social media and communicate in ways that make sense to our membership and potential membership

Russ made note of the highlighted items. He said they talked about how to market things to take place in different state or regional area events. Maybe we can find ways (with other entities that we have partnerships- CSAVR) and including leadership development and professional development in leadership. Russ opened the meeting for discussion. Stephanie said she recalled that Russ or NARL president/member join the regional calls to raise some awareness for

leadership and professional development. Russ agreed this is something he could follow up on.

Russ asked for input on newsletter or setting aside a portion of the meeting for training element. Terry recalled that we had discussed the importance of developing an administrator's type of training. She remembered Ralph bringing this issue up that this training has been dropped and it may be a place we could take a leadership role in. We could put it on our web site or design it for a teleconference. Ralph said he discussed the San Diego training as it was not being funded. McFarland will continue if funding is available and states want this. Russ confirmed that funding from RSA is being cut and dropped. Ralph said we have killed the work of Ledbetter, Davis and Gaines. Russ stated that your agency is only as good as the leadership that you have as well as the process you have to develop and advance further leadership skills within your organization. As an RSA initiative that leadership training is currently suspended. Russ felt we could take a look at this.

Russ would like board to identify one or two items we can take immediate action on that will add value for NARL members. Regional calls and having a NARL member on is easily attainable.

In regards to training, he requested additional comments for the value of developing a curriculum for administrator training as a product from NARL to rehabilitation leaders in administration. Chris said that is very good and something we would have our name on and professionals will see NARL as the entity to help us do this. Terry asked if we could add a component to the curriculum we develop training for students who want to enter into leadership roles. Chris agreed that this could be training diversified to reach both rehabilitation professional administrators and students who are deciding that may be the direction for their career. Evan said there is definitely a gap and need there. He said time and again the administrator's request relevant training and this training applies to everyone. He said there is a need but his concern is can we do this when we are all volunteers. Ralph said this is not an untouched area. There are resources from 1965 when University of Oklahoma at Norman was supported for rehabilitation administration and leadership training. So there is a lot of information out there and then our own SIU with Carl Flowers that had a Master's Degree in Rehabilitation Administration. There is stuff out there so

maybe we become advocates for others to do this with the resources they already have or established curriculums they have evolved through the years. Russ agreed. He also said having something we can brand as our own would be helpful and if we can utilize students as SIU or other locations where you got rehabilitation programs. We could possible engage students seeking a practicum project to work with a NARL subcommittee as a project. We have to be realistic that this will take more than a month or two to develop. This is okay as a project for us if it adds skills value to our organization and maybe with Evans help we can place a skill toolbox along with other resources on our website that are actionable tools to assist in developing leadership. This can grow into something significant over time but in the present maybe the place to start is to develop something that brands it to us. Here in another months Russ said he would be moving to the past president roll and with Sharon coming on as president if the board can give them some input as an issue of value, he can take it on as a task in the coming year. It appeared that members present agreed this would be a value added activity and he and Sharon would discuss this further offline to facilitate a team to work on this. A motion was made by Chris to investigate this further with additional board members for a valid need for training. Sharon seconded and all were in favor.

The regional meetings are a current value added activity they can do now.

NARL Priciples of Professional Practice (continued)

NARL Board

Russ asked for further discussion if needed. The previous discussion in September ended with "Do we (NARL) need a code of ethics or principles of professional practice?" Evan said he recalled we had a consensus to just have a principle of professional practice in support of the professional code of ethics most members already subscribe to. Russ asked for a motion to develop such a document. A motion was made by Chris to have further discussion on establishing principles of practice at an upcoming meeting with more members present. Terry made a second to the motion and all present were in favor. Ralph noted that our principles have already been approved by the NRA board.

Newsletter/Contemporary Rehab Report

Carl Flowers

No Report.

Committee Reports:

Membership:

Sharon Brown

Sharon reported that as of August 31 we have 250 members.

Lorenz Award:

Carl Flowers

No Report.

Nomination and Election:

Lori Bruch

Russ said two candidates were Chris Kempinski and Kate Anderson who used to be on our board had shown interest in president elect/board members. We have need for a southeast and western representative. Anyone on the call interested in running for any of the positions should let Lori know. Lori will take care of nominations and voting in the Dec. meeting. Russ said he would talk with David from southeast to see if he can recommend a nomination for that position. Russ said he would take the assignment for the West. Gwendolyn was elected to the West position. Sharon said she would check to see if Gwendolyn will continue.

Awards:

Eleanor Williams

No Report.

Grants:

Ralph Pacinelli

Ralph reported that there has been no activity since last month.

Constitution and Bylaws:

Eleanor Williams

Continued from previous meeting is to note that since NRA has gone to electronic balloting and voting that we (NARL) need to review our bylaws so they they reflect the electronic voting and not be in conflict with NRA. Russ agreed to follow up on this with Sharon and Lori.

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said she had no new report since last month. PRA is in the process of trying to organize a NARL chapter. We finally received a message from Pat Leahy and Michael for a list of PA members.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes(Eleanor)

No report.

d. West:

Gwendolyn McCarroll

No Report. Russ added a note that in Utah's conference that URA chapter offered that if they joined NRA that day the chapter would pay for their membership in an additional sister chapter hoping that since it was a leadership conference it would encourage members to join NARL. He was hopeful that they could also get their member numbers up to establish a NARL subchapter in Utah as well.

Sharon added that their department received a NIDER grant to establish a rehabilitation research training center at Langston University for the next five years at \$800,000 per year. They are preparing their Rehab. graduates for May and have had significant success in their students passing the CRC/LPC exams.

Old Business:

Russ reminded that we still need information from board members to supply Terry with information for the matrix.

****(Carry Over) Lori previously asked if we would formally write a thank you letter to Rob Frohlich for his presentation at the pre-conferences. She said he worked hard on our behalf and really did an outstanding job with the two presentations.**

New Business:

Russ asked for any other new business. Russ noted that he added the 2014 meeting schedule at the end of this meeting's agenda. See the tentative 2014 meeting dates as follows:

January 9, 2014
February 13, 2014
March 13, 2014
April 10, 2014
May 8, 2014
June 12, 2014
July 10, 2014
August 14, 2014
September 11, 2014
October 9, 2014
November 13, 2014
December 11, 2014

Our next meeting is for December 12, 2013.

Russ asked for a motion to adjourn the meeting. Terry moved that we adjourn the meeting and Chris seconded the motion to adjourn. All in attendance were in favor. The meeting was then adjourned.

Respectfully Submitted, Terry Dailey, NARL Secretary

**National Association for Rehabilitation Leadership
Board Meeting Minutes
December 12, 2013
Teleconference**

Attendees*

Russ Thelin-President*, Lori Bruch- Past President, **Sharon Brown-President Elect***, Terry Dailey-Secretary, David Beach-Southeast Representative, Evan Jones-Website, **Eleanor Williams-Treasurer+ Awards***, **Ralph Pacinelli-Grants***, **Stephanie Prances-Northeast Representative***, Christopher Kempiski-NRA Representative, Carl Flowers-Newsletter Editor, Doris Illes-Mid States Representative, Gwendolyn McCarroll-West Representative.

Russ Thelin, NARL Treasurer, welcomed everyone. A role call was made by Russ Thelin and recorded. A quorum was not established so the minute's approval will be tabled for the next meeting.

*** (A quorum equals the President or President elect plus 4 board members.)*

Treasurer's Report:

Eleanor Williams

Eleanor sent out the report. Eleanor noted that we have a budget of \$7,150 with receipts through September 2013 of \$3720.86 and with a balance of \$3429.14. The receipts are our income from membership. We had a total expense of \$9150.00 with disbursements of \$3,035.28 leaving us a balance of \$6,114.72. We have \$10,702.33 in checking and savings with a cash reserve of \$18,400.43 leaving a total of \$29,102.76. Approval for this report will be tabled for a board member quorum vote at the next meeting.

Membership Report

Sharon Brown

Sharon reported nothing new as of this date. Eleanor said that Kim has been off ill and that if she wanted to request a current membership report she can contact Michael Romero and cc Patricia Leahy for the report.

Board Officer Elections:
Bruch

Russ Thelin for Lori

Russ said that Lori had briefed him and that she was to be working with NRA to get the ballots out for officer elections. We have Chris Kempski on the ballot for president elect and Carl Sabo, Wright State University. Terry Dailey expressed willingness to continue to serve as secretary. Allison Flanagan, Executive Director for Office of the Blind (state?) for Southeast region representative, and Gwendolyn McCarroll for the western regional representative.

NRA Board Update:

Chris Kempski

Eleanor reported that the NRA board meeting is not until next week. Second round interviews for the ED position will take place before the end of the year so the selected candidate can be presented to the full board sometime in January. Eleanor said that three candidates are being given a second interview. Financially NRA is okay and from the National conference it appears we will make approximately \$8000. This is good because we did not lose money on the conference. The government affairs summit is in March in old town Alexandria, VA and plans are underway for that. Cost is \$179 for hotel rooms (single or double), \$189 triple/quadruple. The national conference group with the Iowa chapter, under the leadership direction of Ellen Sokoloski. Des Moines Iowa is really moving forward with preparations for late October early November next year. Room rates are \$104 per night. Flights from Richmond are at \$380. The next quarter rebates were mailed out late last week and/or early this week so another quarter rebates are being paid to our chapters.

Stephanie Prances asked if this second round of ED interviews is an indication that NRA is more confident in their financial status to be able to hire the ED? Eleanor said that the hesitation was waiting to determine how the national conference in New York went with regard to gaining rather than losing money before the hiring of an ED was confirmed. The treasury report has been supportive showing two scenarios of where we are now and where we would be showing the cost of supporting the ED salary and benefits. We have observed with the ED salary and fringe benefits estimated in the budget we have been running with a positive cash balance, not huge but positive. Financially things have been looking up and getting better each month.

Eleanor said that they made a commitment to the chapters when the condo was sold: One to pay off the mortgage, two to pay the line of credit and three to catch up and remain caught up with the rebates to our chapters before moving fast forward with hiring an ED. She said the majority of the board felt they were only

as good as their word and needed to keep to that promised to the members. Russ said it is good to have the integrity to show NRA is good to their word but it also gets the resources out to the chapters who do the work is done to build the membership and to do a lot of the work that really is the value of NRA. All agreed.

NARL Awareness and Marketing:

Russ Thelin

Russ said that we have been talking about some of the things we can do specifically as a NARL division for some awareness and for some marketing to do some work toward enhancing the membership of our organization. We came up with a variety of some brainstorm ideas. We had some discussion around building some state NARL chapters or provide some other things that could help establish value and membership for NRA but for NARL as well as a leadership organization. He was hoping to do today as we come to the end of 2013 is if the group would be willing to have a discussion and if we have some thoughts to pass on to Sharon as she takes over in January, "Is there one thing from the various things we've discussed in terms of increasing the awareness and the value of NARL as a board and getting that out to our membership and to people to enhance our membership, what might that be?" "What actionable thing that we can take on next year to help us to address the awareness and value of NARL in 2014 we can target as a board?"

Stephanie suggested that the NARL executive committee and or the president (past or current) of NARL to talk to the regions (example the Mid-Atlantic regions of which she will be president in 2014). She thought it would be terrific if someone from NARL could attend and address the meeting and also talk with the state chapters. Eleanor said that VA chapter is very active and they do many training and activities. Eleanor said they do give credits for their full day trainings. Members get discounted fees.

Ralph said the grants in the last three years the committee has advertised the availability of our operation and professional development grants through our report in Contemporary Rehab and it is also on the website. There is another place that lets our chapter that this is available. Russ asked if there were other ways to advertise this information.

Russ reiterated that he would be happy to attend other chapter meetings so Stephanie is aware of his availability. Sharon agreed.

Eleanor said in reference to the grants program that NARL has, a good way to advertise is put this in the next Contemporary Rehab and have NRA to do a web blast to all members.

Sharon said she is open to anything to promote NARL. She said she has asked students to join NARL and gives extra credit. The students then have an assignment to research and report on the chapter divisions. She suggested that we may want to target the universities in a web blast to target the rehab education programs to ask faculty to encourage their students of the important value of belonging to professional organizations such as NARL especially if you are looking at leadership. Russ concurred. He said that he recently had a conversation with Dr. Julie Smart the director of the Rehab counseling program at Utah State University and now he will reach out to her about this suggestion. Sharon said one of her colleagues received an award for having the most student members join so maybe we can consider an award for rehab educators who encourage and get the most student members to join a professional organization.

Russ said that he had gathered four very actionable ideas from this discussion. And they are:

- Having officers join conference calls in regions or states;
- Getting the grants availability included in the next Contemporary Rehab;
- Getting NRA to do a web blast on the availability of the training grants; and
- Integration and reaching out to the student population through our universities and colleges.
- Pursuing the restoration of the training funds within rehabilitation Services Administration for leadership training (note Ralph's comments *)

*Ralph added that someone go after the federal partner and attempt to get restored the directed funding for leadership training programs whether they be degree oriented, continuing ed. oriented or just short term workshops. Ralph said the money he thought was gone or being directed otherwise so there is a need for someone to take up the role of engaging the federal partner regarding this issue. As it relates to leadership training NARL should be the ones to go about trying to get it restored. Ralph clarified the leadership training was multiple grants and multiple institutions to do very different kinds of training like one place was a master's degree granting program in rehab administration, another was continuing education basically, delivering short term training on decision making for example by region, so it was different types of training packages performed by different institutions. Money was directed a lot better than now. Recently the finds were

directed to one grant to San Diego University. We've lost it all. Ralph said he was one of two who authored a concept paper in 1965 to convince the division of RSA training that we should authorize funding for specialized leadership training. We (RSA) funded three programs:

- One to St Thomas College in Minnesota
- One in Northeastern University
- One at Oklahoma when Voile Skerlock retired as state director and became the director of the rehab leadership training program at the University of Norman.

We are now a three billion dollar national program with eighty state rehab agencies and 25,000 employees 15,000 qualified rehab counselors and we did away with our leadership training? "We're crazy".

Stephanie asked, "Where is this redirected funding going?" Ralph said he cannot say for certain because he is not inside the agency but his hunch is that the funds are going to rehab counseling because of the great shortage there and that is well documented too but his point is he never liked an answer that we don't have money to do that. We do have money. We just have it committed in places where some of it needs to be changed. And as an advocacy group we want our share for leadership training. (Ralph's words were "our pound of flesh"). We want it changed. We're talking about administrative changes. I mentioned the three guys that put us on the record in terms of getting us into the regulations first- we got the regulations first before we even got into law for rehab administrative training- Jim Ledbetter, Tom Gaines and one guy from the southeast region. They did it and it needs to be done again and he is suggesting that maybe NARL is the vehicle to do it. Sharon concurred.

Russ said "you're really only as good as the leadership you have of whatever organization you're a part of because that leadership can expand or stifle whatever happens with all of those professionals qualifications to be whatever they may be. Ralph continued to say "Look at how many times in the last fifteen years we have allowed the top job at the federal level to go unfilled. We have tolerated being without-one term most recently to go three consecutive years for being without the presidentially appointed confirmed by the full United States Senate, head of our program, we've allowed that. What is wrong with us? Russ concurred that we have paid a price for that. Ralph continued, "This may be a lull in what is happening in the rehab profession and it's a good time to rest up but the storm is just around the corner with the rehab reauthorization process. This is scary. Russ

agreed. Ralph said we are exiting the time of peril and entering the time of terror for the rehab program/legislation.

Leadership Training (Ideas and Assignments?)

Russ Thelin

Russ stated that a suggestion had been made prior for a thought of dedicating a portion of our phone call board meeting, 25 minutes, or so as a refresher on some aspects of leadership. You see as ideas of assignments? He asked if there was enough interest for each member to take turns of 15 minutes to offer a training component that it would edify ourselves. He wanted to ask if there was enough interest to do this and that he would offer to Sharon to do the first one. Eleanor said she thought it was a good idea and she would volunteer to do February. Sharon also thought it was a great idea. Ralph volunteered to something on people who got us to where we are- are not forgotten. What they did and how they did it because if they had not done what they did -we would not be here talking about this subject. Sometimes what he finds written in the history books is not within sync with the way he lived it. Russ said he heard a consensus and that those present thought it would add value to the meetings. Russ suggested that in term of keeping our meeting to an hour baseline that a 15 minute time frame would be the guideline for the proposal? All present agreed.

Website Update:

Evan Jones

No Report.

Evan asked that this note be carried forward as a reminder in the minutes:

NOTE**-Evan said as a reminder anyone can add a leadership article at any time by sending it to him and he will get it posted. A reminder is entered into the notes that we still need articles for our leadership forum as we have not placed a new one up in six months. Our web address is: www.narl.us.

Journal of Rehabilitation Administration Report:

Carl Flowers

No Report.

Newsletter/Contemporary Rehab Report

Carl Flowers

No Report.

Committee Reports:

Membership:

Sharon Brown

No Report.

Lorenz Award:

Carl Flowers

No Report.

Nomination and Election:

Lori Bruch

No report.

Awards:

Eleanor Williams

No Report. She plans to do a write up for the next Contemporary Rehab issue about what our awards program is and who is eligible. Ralph said he could provide her a draft of the last article.

Grants:

Ralph Pacinelli

Ralph reported that there has been no activity since last month.

Constitution and Bylaws:

No Report.

(Continued from previous meeting is to note that since NRA has gone to electronic balloting and voting that we (NARL) need to review our bylaws so they they reflect the electronic voting and not be in conflict with NRA. Russ agreed to follow up on this with Sharon and Lori.)

Geographical Area Updates:

a. Northeast:

Stephanie Prances

Stephanie said she had no new report since last month.

b. Southeast:

David Beach

No Report.

c. Mid-States:

Doris Illes

No report.

d. West:

Gwendolyn

McCarroll

No Report.

Old Business:

Russ reminded that we still need information from board members to supply Terry with information for the matrix.

New Business:

Russ asked for any other new business. Russ noted that he added the 2014 meeting schedule at the end of this meeting's agenda. See the tentative 2014 meeting dates as follows:

January 9, 2014
February 13, 2014
March 13, 2014
April 10, 2014
May 8, 2014
June 12, 2014
July 10, 2014
August 14, 2014
September 11, 2014
October 9, 2014
November 13, 2014
December 11, 2014

Our next meeting is for January 9, 2014.

Russ noted that this was his last call in the president role and he wanted to express his appreciation to the board as the gavel gets handed over to Sharon. He said he was totally excited about her leadership and what she is going to do for NARL.

He said he was looking forward to supporting this organization in the past president role.

Russ asked for a motion to adjourn the meeting. Sharon moved that we adjourn the meeting. All in attendance were in favor. The meeting was then adjourned.

Respectfully Submitted, Terry Dailey, NARL Secretary